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**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

MINUTES OF MEETING

REGULAR MEETING - JANUARY 4, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Rios
Commissioner Uyehara

Excused: Commissioner Munson

Commissioner Donovan presided

MINUTES.

A. Regular Meeting of December 7, 1992.

Action: Approve.

B. Special Meeting of December 14, 1992.

Action: Approve.

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Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner

Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

Due to the legal holidays which occur in January and February which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for January and February 1993:

January 18, 1993: this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.

February 1, 1993: the Commission will meet as scheduled.

February 15, 1993 this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CLASSIFICATION MATTERS

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar No. 6)

<u>Department</u>	<u>No Pos.</u>	<u>Budgeted Class and rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)

November 16, 1992: Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

Action: Over to meeting of February 1, 1993 at the request of the San Francisco Unified School District.

CLASSIFICATION MATTER (cont.)

1247-92 Abolishment of 116 obsolete classes, and deletion of 44 "A" classes. (Calendar Item No. F)

December 7, 1992: 1. Thirty-six (36) classes represented by SEIU over to the meeting of January 4, 1993 at the request of SEIU.

2. Adopt balance of staff report. Abolish 80 classes listed in the staff report. Direct staff to administratively abolish 44 "A" classes.

Action: 1. Rescind action of December 7, 1992 as it pertains to Class 9458 Program Monitor Assistant, City Demonstration Agency. Action to abolish the remaining 79 classes listed in the staff report remains effective.

2. Adopt balance of staff report.

1256-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
263-92/93	Mayor's Office	S.F. Unified School District, Child Development Program
264-92/93	Mayor's Office	S.F. Unified School District, School Health Programs
265-92/93	Mayor's Office	Children's Council of San Francisco
266-92/93	Mayor's Office	Wu Yee Children's Services
267-92/93	Mayor's Office	Audrey L. Smith, Child Development Center, Inc.
268-92/93	Mayor's Office	Economic Opportunity Council
269-92/93	Mayor's Office	Holy Family Day Home
270-92/93	Mayor's Office	S.F. Jewish Community Center

CLASSIFICATION MATTERS (cont.)

1256-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
271-92/93	Mayor's Office	CAHEED, Inc.
272-92/93	Mayor's Office	Children's Council of San Francisco
273-92/93	Mayor's Office	Wu Yee Children's Services
274-92/93	Mayor's Office	Children's Council of San Francisco
275-92/93	Mayor's Office	Wu Yee Children's Services
276-92/93	Mayor's Office	Family Service Agency of San Francisco
277-92/93	Mayor's Office	Hamilton Family Center
278-92/93	Mayor's Office	Children's Council of San Francisco
279-92/93	Mayor's Office	Daycare Consultants
280-92/93	Mayor's Office	Learning Services of Northern California
281-92/93	Mayor's Office	Wu Yee Children's Services
282-92/93	Mayor's Office	Bridges...From School to Work
283-92/93	Mayor's Office	Central City Hospitality House
284-92/93	Mayor's Office	Community Educational Services
285-92/93	Mayor's Office	San Francisco Conservation Corps
286-92/93	Mayor's Office	Youth Guidance Center Improvement Committee
287-92/93	Mayor's Office	Visitation Valley Community Center

CLASSIFICATION MATTERS

1256-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
288-92/93	Mayor's Office	Operation Contract, Inc.
289-92/93	Mayor's Office	RAP, Inc.
290-92/93	Mayor's Office	Camp Fire Boys & Girls
291-92/93	Mayor's Office	Mission Reading Clinic
292-92/93	Mayor's Office	San Francisco Educational Services, Inc.
293-92/93	Mayor's Office	Center of Juvenile and Criminal Justice
294-92/93	Mayor's Office	Asian Perinatal Advocates/Volunteers of SFGH
295-92/93	Mayor's Office	Easter Seal Society of San Francisco
296-92/93	Mayor's Office	Northern California Service League
297-92/93	Mayor's Office	Teenage Pregnancy and Parenting Project
298-92/93	Mayor's Office	California Lawyers for the Arts
299-92/93	Mayor's Office	Girls Leadership Project of San Francisco
300-92/93	Mayor's Office	Horizons Unlimited of San Francisco
301-92/93	Mayor's Office	Donaldina Cameron House
302-92/93	Mayor's Office	Lavender Youth Recreation Information Center

CLASSIFICATION MATTERS

1256-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
303-92/93	Mayor's Office	Mission Youth Soccer League
304-92/93	Mayor's Office	San Francisco Unified School District, School Health Programs CHDP Health Worker
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser. (Commissioner Uyehara excused from voting on Contracts Numbers 263-92/93 and 264-92/93 by vote of the other Commissioners pursuant to Charter Section 3.500.)	

1257-92 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
305-92/93	Airport	Seton Medical Center
306-92/93	Airport	To be determined
307-92/93	Airport	Cohrssen Environmental, Inc.
308-92/93	Airport	Honeywell, Inc.
309-92/93	Airport	MTK Publications/ Communications
310-92/93	Airport	Tracor Applied Sciences
311-92/93	Airport	AGS, Inc., Consulting Engineers
312-92/93	Arts Commission	Gary Dwyer
313-92/93	Arts Commission	Wang Po Shu
314-92/93	Arts Commission	Rene Yung

CLASSIFICATION MATTERS

1257-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
315-92/93	City Planning	Nelson/Nygaard Assoc.
316-92/93	Civil Service Commission	George Gaglini, Management Development Associates
317-92/93	San Francisco Community College District	KH Consulting Group
318-92/93	San Francisco Community College District	Testing and Technology Environmental Services
319-92/93	San Francisco Community College District	Reid and Tarics, Associates
320-92/93	San Francisco Community College District	Logan Hopper Associates
321-92/93	Controller	Pro-Data dba Pro-Star
322-92/93	Human Rights Commission	Project Sentinel
323-92/93	Mayor's Office	Legal Services for Children
324-92/93	Mayor's Office	Central City Hospitality House
325-92/93	Mayor's Office	Chinatown Youth Services
326-92/93	Mayor's Office	San Francisco Educational Services
327-92/93	Mayor's Office	Morrisania West
328-92/93	Mayor's Office	Chinatown Youth Center
329-92/93	Mayor's Office	Bayview Hunter's Point Foundation
330-92/93	Mayor's Office	Real Alternatives Program, Inc.
331-92/93	Mayor's Office	O.M.I. Pilgrim Community Center

CLASSIFICATION MATTERS (cont.)

1257-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
332-92/93	Mayor's Office	Visitation Valley Community Center
333-92/93	Mayor's Office	Potrero Hill Neighborhood House
334-92-93	Mayor's Office	Ella Hill Hutch Community Center
335-92/93	Mayor's Office	Bay Area Urban League
336-92/93	Mayor's Office	San Francisco SAFE
337-92/93	Port	Economic and Planning System
338-92/93	Public Health	Asian American Recovery Services
339-92/93	Public Health	Bayview Hunters Point Foundation
340-92/93	Public Health	Damon Clinical Laboratories
341-92/93	Public Health	Eighteenth Street Services
342-92/93	Public Health	Filipino Task Force on AIDS
343-92/93	Public Health	Haight Ashbury Free Clinic
344-92/93	Public Health	UCSF AIDS Health Project
345-92/93	Public Health	UCSF Urban Health Study
346-92/93	Public Health	Westside Community Mental Health Center
347-92/93	Public Health	DSA Medical, Inc./International Cancer Screening Laboratories
348-92/93	Public Health	Planned Parenthood of Alameda/San Francisco

CLASSIFICATION MATTERS (cont.)

1257-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
349-92/93	Public Health	American Lung Assn. of Contra Costa/Solano
350-92/93	Public Health	Polaris Research and Development
351-92/93	Public Health	Instituto Familiar de la Raza
352-92/93	Public Health	Women's Institute for Mental Health, Inc.
353-92/93	Public Health	MedCal Data Systems, Inc.
354-92/93	Public Utilities Commission	James M. Montgomery Consulting Engineers
355-92/93	Public Works	Brighter Images
356-92/93	Public Works	Harding Lawson Associates
357-92/93	Public Works	Roger Foott Associates
358-92/93	Public Works	Camp Dresser and McKee, Inc.
359-92/93	Public Works	Baseline Environmental Consulting
360-92/93	Public Works	Geo/Resource Consultants, Inc. - Geotechnical Consultants, Inc.
361-92/93	Public Works	Softdig Underground Services, Inc.
362-92/93	Public Works	Miller Pipeline Corporation
363-92/93	Real Estate	Flack and Flack
364-92/93	Recreation and Park	Interguest Investigations, Inc.

CLASSIFICATION MATTERS

1257-92 (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
365-92/93	Social Services	Community Housing Partnership
366-92/93	Social Services	Central City Hospitality House
Action:	1.	Contract Number 306-92/93 off calendar at the request of the Airports Commission.
	2.	Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1258-92 Classification of positions in various City departments.
(Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Parking & Traffic	1	A098 Financial Officer (J,SC \$1985B2412)	1824 Principal Administrative Analyst (Sch. 64.7 \$2145B2607)
Public Health	1	1428 Unit Clerk (Sch. 51.1 \$1114B1349)	Same
Public Works	1	2825 Sr. Health Educator (Sch. 61.8 \$1862B2264)	Same, amend specification for Class 2825 Sr. Health Educator.
	1	A572 Chief Bureau of Engineers (Sch. 73.2 \$3248B3948)	Retitle and amend the class specification for Class 5124 City Architect to Bureau Manager, DPW. (Sch. 73.2 \$3248B3948) Classify one position to the amended class.

CLASSIFICATION MATTERS

1258-92 (cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Airport	2	1450 Executive Secretary I (Sch. 53.7 \$1261B1528)	1452 Executive Secretary II (Sch. 54.7 \$1323B1603)

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATIONS

<u>Existing Class and Rate</u>	<u>Recommendation</u>
1132 Recorder (Sch. 67.7 \$2483B3018)	1132 County Clerk-Recorder
1133 Chief Deputy Recorder (Sch. 60.6 \$1756B2135)	1133 Assistant County Clerk-Recorder

These actions are to accurately reflect the scope of responsibilities and the transfer of functions from the Office of the County Clerk to the Office of the Recorder as a result of the June 2, 1992 San Francisco Charter Amendment (Proposition F).

Action: Adopt staff report.

1259-92 Classification of various positions under the "Express Position Classification Program." (Calendar Item No. E)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
District Attorney	1	8306 Senior Deputy Sheriff	Same
S.F. Community College District	1	1446 Secretary II	Same
Airport	1	5219 Senior Structural Engineer	Same
	1	5247 Associate Sanitary Engineer	Same
Airport	1	7328 Operating Engineer Universal	Same

CLASSIFICATION MATTERS

1259-92 (cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
	2	7334 Stationary Engineer	Same
	1	7372 Stationary Engineer, Sewage Plant	Same
	1	7373 Senior Stationary Engineer, Sewage Plant	Same
Human Rights Commission	1	2992 Contract Compliance Officer I	Same
	1	2996 Representative, Human Rights Commission	Same
Public Utilities Commission	1	5602 Associate Civil Engineer	Same
Public Works	2	5204 Assistant Civil Engineer	Same
	2	5206 Associate Civil Engineer	Same
	1	5222 Assistant Water Purification Engineer	Same
	2	5252 Assistant Mechanical Engineer	Same
	1	5364 Civil Engineering Associate I	Same
	1	5366 Engineering Associate II	Same
	1	6318 Construction Inspector	Same
	3	6333 Senior Building Inspector	Same
	1	7252 Chief Stationary Engineer, Sewage Plant	Same
	4	7336 Electronic Instrumentation Tech., WPC	Same

CLASSIFICATION MATTERS

1259-92 (cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Public Works	1	7373 Senior Stationary Engineer, Sewage Plant	Same
	2	7449 Sewer Service Worker	Same
	1	8207 Building and Grounds Patrol Officer	Same

Action: Adopt staff report.

1260-92 Review of request for approval of proposed personal services contract. (Calendar Item No. C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
367-92/93	Civil Service Commission	Personnel Concepts, Inc.

Action: Adopt staff report; notify the offices of Controller and the Purchaser.

COMPENSATION MATTERS

2271-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar File No. 10)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

December 7, 1992: 1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at the request of staff.

2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

Action: Over to the meeting of February 1, 1993 at the request of the Public Utilities Commission.

COMPENSATION MATTERS (cont.)

2284-92 Appeal of the decision of the General Manager, Personnel to deny assault pay by William Bruner. (Calendar Item No. 7)

Action: Over to the meeting of February 1, 1993 by Commission action.

2302-92 Pay Equity Report for Fiscal Year 1993-94. (Calendar Item No. 9)

Action: Adopt staff report; forward to the Mayor and the Board of Supervisors.

2306-92 Salary Standardization - Fiscal Year 1993-94. (Calendar Item No.8)

Action: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

2308-92 Request for appointments above the entrance rate for various employees. (Calendar Item No. G)

<u>NAME AND CLASS</u>	<u>STEP DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>RECOMMENDED</u>
David Cefalu 1818 MIS Specialist II	Airport	4	4
Dr. Emily Sano 3588 Deputy Director and Chief Curator	Asian Art Museum	5	5
Percy Grant 2587 Health Worker III	Public Health	2	2
Thomas H. Rivard 6122 Sr. Environmental Health Inspector	Public Health	3	3
Lela Harris 8162 Rent Board Hearing Officer	Rent Board	3	3
Patrick Sha 4226 Chief Auditor	Treasurer	5	5

COMPENSATION MATTERS

2308-92 (cont.)

<u>NAME AND CLASS</u>	<u>STEP DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>RECOMMENDED</u>
Phyllis Buettner 1218 Payroll Supervisor	Controller	4	4

Action: 1. Request for appointment above the entrance rate for Patrick Sha over the meeting of February 1, 1993.

2. Adopt balance of staff report.

2309-92 Request for Supervisory Differential Adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 1)

Action: Adopt staff report; approve supervisory differential adjustments; notify the departments accordingly.

EXAMINATION MATTERS

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 13)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Keeve's Attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's Attorney.

Action: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 14)

Action: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

IN-SERVICE MATTERS

6741-921 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. L)

- December 7, 1992:
1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.
 2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

Action: Over to the meeting of February 1, 1993 at the request of the San Francisco Public Library.

6889-92 Approval of departmental affirmative action plans. (Calendar Item No. K)

Action: Adopt staff report.

1. Approve completed departmental affirmative action plans.
2. Notify departments that have not completed affirmative action plans to complete and submit them by January 15, 1993.

6890-92 Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 (B)(1), to provide for the accrual of sick leave with pay credits for specified periods while on furlough or on voluntary unpaid time off. (Calendar Item No. N)

Action: Post for adoption; forward to the Mayor's Employee Relations Division for meet and confer with recognized employee organizations.

IN-SERVICE MATTERS (cont.)

6911-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. M)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6912-92 Status Rights for Betty Hon in Class 1630 Account Clerk, San Francisco Unified School District. (Calendar Item No. J)

Action: Grant permanent status to Betty Hon to a permanent position in Class 1630 Account Clerk, San Francisco Unified School District, subject to serving a six-month entrance probationary period. (Commissioner Uyehara excused from voting on this issue by vote of the other Commissioners pursuant to Charter Section 3.500.)

6919-92 Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8434 Supervising Probation Officer from six (6) months to twelve (12) months. (Calendar Item No. O)

Action: Post for adoption.

6925-92 Appeal of the decision of the General Manager, Personnel by Robert John Lieber to restrict future employability. (Calendar Item No. 11)

Action: Adopt staff report. Deny the appeal of Robert John Lieber; sustain the decision of the General Manager, Personnel.

6926-92 Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of the Charter Section 3.501 for the period from October 1, 1992 to December 31, 1992. (Calendar Item No. H.)

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 4, 1993

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92. (Calendar Item No. 20)

Action: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92. (Calendar Item No. 19)

Action: Over to the meeting of February 1, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Lenward Crease, 2716 Custodial Assistant Supervisor, 6/HOP-1, Juvenile Probation Department, Administration Office, 11/13/92. (Calendar Item No. 16)

December 7, 1992: Over to the meeting of January 4, 1993 at the request Local 790. Mr. Crease has agreed to the stipulation that he is ineligible for backpay in the event the Commission rules in his favor.

Action: Approve. Reinstate to a position in class from which promoted (Class 2708 Custodian) subject to a new entrance probationary period. Cancel current examination and eligibility status in Class 2716 Custodial Assistant Supervisor and Class 2718 Custodial Supervisor I.

Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

Sandra Holmes, 1424 Clerk Typist, 3/E-284, Public Utilities Commission, San Francisco Municipal Railway, 9/21/92. (Calendar Item No. 18)

Action: Over to the meeting of February 1, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carol Laster, 1202 Personnel Clerk, 48/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/30/92. (Calendar Item No. 21)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION

Eduardo C. Manuel, 1220 Payroll Clerk, 70/CPE-1, San Francisco Unified School District, 10/9/92. (Calendar Item No. 17)

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District. (Commissioner Uyehara excused from voting on this issue by vote of the other Commissioners pursuant to Charter Section 3.500.)

RESIGNATION - SERVICES UNSATISFACTORY

Lola Pettit, 2494 Staff Radiologic Technologist, 16/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 10/14/92. (Calendar Item No. 22)

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Local 790.

Action: Accept the resignation as certified. Not to be employed again by the Department of Public Health.

COMMISSIONERS NEW BUSINESS. (Calendar Item No. 23)

None.

GENERAL MANAGER'S REPORT. (Calendar Item No. 24)

- A. Preliminary Review of Civil Service Department
Budget Request, Fiscal Year 1993-94.

Report Given.

- B. Report of Activity of Civil Service Department,
July to December 1992.

Report Given.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 25)

None.

ADJOURNMENT. (Calendar Item No. 26)



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CIVIL SERVICE COMMISSION**

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MINUTES OF MEETING

REGULAR MEETING - FEBRUARY 1, 1993

PART I - 2 p.m.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara (Items Missed: 24 and 26)

Excused: Commissioner Rios

Commissioner Donovan presided

MINUTES.

- A. Regular Meeting of January 4, 1993.
Action: Approve.
- B. Special Meeting of January 12, 1993.
Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

- A. Due to the President's Day Holiday on February 15, 1993 which conflicts with the Civil Service Commission meeting date, the Civil Service Commission has cancelled the meeting of February 15, 1993.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

- B. Executive Session, January 12, 1993.

The Civil Service Commission met in closed session on Tuesday, January 12, 1993 at 5:00 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California regarding a personnel matter.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

No action was taken.

- C. Executive Session, February 1, 1993.

The Civil Service Commission met in closed session on Monday, February 1, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6, 54956.9 and 54957 of the Government Code of the State of California regarding labor relations, potential litigation and personnel issues.

Present were Commissioners Donovan, Mickins, Munson and Uyehara.

The Commission instructed its Chief Labor Negotiator regarding the labor relations issue.

Additionally, the Civil Service Commission instructed its Chief Labor Negotiator that it continues to reject any proposal for mutual selection of hearing officers pursuant to Charter Section 8.341 which does not include mutual payment of costs associated with the appeal hearing (Vote of 4 to 0).

The City Attorney advised the Commission regarding the potential litigation issue.

The Commission recessed its Executive Session to 4 p.m. and then again recessed its Executive Session to Thursday, February 4, 1993.

CLASSIFICATION MATTERS

1005-93 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
SF Community College District	1	1426 Senior Clerk Typist (Sch. 49.8 \$1047B1267)	Same
Public Utilities Commission/ Hetch Hetchy	1	A988 Safety Analyst (2156B2621)	6130 Safety Analyst (Sch. 64.8 \$2156B2621)
Public Utilities Commission	1	5212 Principal Engineer (Sch. 71.1 \$2933B3566)	Same
	1	7337 Maintenance Machinist Assistant Supervisor (Sch. 61.7 \$1853B2252)	Same

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATION:

<u>Class and Title</u>	<u>Recommendation</u>
1142 County Clerk	Class 1132 County Clerk-Recorder was recently amended to encompass these duties, therefore this class is no longer required.

Action: Adopt staff report.

1006-93 Classification of various positions under the "Express Position
Classification Program." (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Airport	1	1426 Senior Clerk Typist	Same
	2	5209 Industrial Engineer	Same
	1	5230 Traffic Engineer	Same
PUC/Water	1	3424 Pest Control Specialist	Same

CLASSIFICATION MATTERS (cont.)

1006-93
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Public Works	1	1452 Executive Secretary II	Same
	1	5210 Senior Civil Engineer	Same
	1	5248 Sanitary Engineer	Same

Action: Adopt staff report.

1007-93 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
369-92/93	Airport	Chang Communications
370-92/93	Airport	Polaris Research & Development
371-92/93	Assessor	Maxima Corporation
372-92/93	CAO	Barnes Clarke, Inc.
373-92/93	CAO	Sanford King Rosen
374-92/93	Controller	Mastech Corporation
375-92/93	Controller	Tri-Pacific Consulting
376-92/93	Electricity	KEY Resources, Inc.
377-92/93	Parking & Traffic	The Budget Analyst - A Joint Venture
378-92/93	Public Health	Wu Yee Children's Service
379-92/93	Public Health	Westside Community Mental Health Center, Inc.
380-92/93	Public Health	S.F. AIDS Foundation
381-92/93	Public Health	Castle Rock Consulting Group
382-92/93	Public Health	Multicultural Training Resource Center

CLASSIFICATION MATTERS (cont.)

1007-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	383-92/93	Public Health	S.F. AIDS Foundation
	384-92/93	Public Health	Instituto Familiar de la Raza
	385-92/93	Public Health	Haight Ashbury Free Medical Clinics, Inc.
	386-92/93	Public Health	Coalition for Immigrant and Refugee Rights and Services
	387-92/93	Public Health	California AIDS Intervention Training Center
	388-92/93	Public Health	Fil Beza
	389-92/93	Public Health	UCSF/SFGH
	390-92/93	Public Utilities Commission	Washington & Christian
	391-92/93	Public Utilities Commission	Hooper, Hooper & Owen
	392-92/93	Public Utilities Commission	Archaeological Services, Inc.
	393-92/93	Public Utilities Commission	Bechtel Corporation
	394-92/93	Public Utilities Commission	Brown, Vence & Associates
	395-92/93	Public Utilities Commission	Camp Dresser and McKee, Inc.
	396-92/93	Public Utilities Commission	Harding Lawson, Inc.
	397-92/93	Public Works	Red Cross
	398-92/93	Public Works	Learner & Nathan
	399-92/93	Public Works	Del Campo & Maru
	400-92/93	Public Works	Structural Design Engineers

CLASSIFICATION MATTERS (cont.)

1007-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
401-92/93	Public Works	Pete O. Lapid, Inc. in association with J.Y.A. Consulting Engineers, Inc.
402-92/93	Public Works	Structural Design Engineers
403-92/93	Public Works	Pete O. Lapid, Inc. in association with J.Y.A. Consulting Engineers, Inc.
404-92/93	Public Works	AGS, Inc. Consulting Engineers
405-92/93	Public Works	Roger Foote Associates, Inc.
406-92/93	Public Works	Treadwell and Rollo, Inc.
407-92/93	Public Works	Provenzano and Associates, Inc.
408-92/93	Public Works	Geotechnical Consultants Inc.
409-92/93	Public Works	Geo/Resource Consultants Inc.
410-92/93	Public Works	T A C
411-92/93	Public Works	Ace Pacific Co.
412-92/93	Public Works	Trans Pacific Geotechnical Consulting, Inc. Geomatrix Consulting, Inc. JV
413-92/93	Public Works	Dames and Moore, Inc.
414-92/93	Public Works	T.Y. Lin/GKO Associates
415-92/93	Public Works	JRP Historical Consulting
416-92/93	Purchasing	Randy Stauffer dba Unlimited Access
417-92/93	Real Estate	Clifford Associates
418-92/93	Sheriff	Jay Rice

CLASSIFICATION MATTERS (cont.)

1007-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	419-92/93	Social Services	Conrad House, Inc.
	420-92/93	Police	Chinatown Youth Center
	421-92/93	Police	Knox Associates
	422-92/93	Public Library	Friends of the SF Public Library
	423-92/93	Public Library	Friends of the SF Public Library

- Action:
1. Contract 410-92/93 and 411-92/93 over to the meeting of March 1, 1993.
 2. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)

November 16, 1992:

1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992:

Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993:

Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

Action:

Over to the meeting of March 15, 1993 at the request of Local 21.

COMPENSATION MATTERS

2009-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2010-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Donald Mayeda 1226 Chief Payroll and Personnel Clerk	Controller	5	5
Sylvia Herrera 1424 Clerk Typist	Public Health	5	5
Deborah Chan 1874 Senior Program Analyst	Public Health	4	4
Larry Woodside 1819 MIS Specialist III	Public Health	4	4
Yuk King Chung 1424 Clerk Typist	SF Community College District	5	5
Richard Newirth 1565 Assistant Director, Arts Commission	Arts Commission	3	3
Brian Cahill 2974 General Manager, Social Services	Social Services	4	4
Jayne Matsui 1874 Senior Programmer Analyst	Controller	5	5

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2271-92 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. 7)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

December 7, 1992: 1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at the request of staff.

2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the Public Utilities Commission.

Action: Adopt staff report; approve supervisory differential adjustments; notify department accordingly.

2284-92 Appeal of the decision of the General Manager, Personnel to deny assault pay by William Bruner. (Calendar Item No. 8)

January 4, 1993: Over to the meeting of February 1, 1993 by Commission action.

Action: Adopt staff report; deny appeal of William Bruner.
(Vote of 3 to 1: Commissioner Uyehara dissents.)

2308-92 Request for appointment above the entrance rate for Patrick Sha.
(Calendar Item No. D)

January 4, 1993: Request for appointment above the entrance rate for Patrick Sha over to the meeting of February 1, 1993.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Patrick Sha 4226 Chief Auditor	Treasurer	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. L)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

Action: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 13)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

Action: Off calendar at the request of the San Francisco Police Department.

3508-93 Appeal of rejection on preliminary background investigation for Class 9209 Airport Police Service Aide by Marvin C. Epting. (Calendar Item No. 14)

Action: Adopt staff report; deny appeal of Marvin C. Epting. (Mr. Epting failed to appear.)

IN-SERVICE MATTERS

4022-93 Report on a survey of public sector jurisdiction's bilingual waiver procedures and review of Civil Service Commission bilingual guidelines. (Calendar Item No. K)

Action: Adopt staff report.

4023-93 Appeal of the decision of the General Manager, Personnel to authorize two provisional appointments in Class 1956 Senior Purchaser, Purchasing Department. (Calendar Item No. 9)

Action: Adopt staff report. Deny the appeal of JoAnne Lawrence of Local 21; sustain the decision of the General Manager, Personnel.

IN-SERVICE MATTERS (cont.)

4088-93 Report by the Controller on the Performance Audit of the Civil Service Department. (Calendar Item No. 11)

Action: Accept.

4089-93 Proposed amendments to various sections of Civil Service Commission Rule 6 - Separation Hearings and Procedures, to conform with Charter Section 8.341 - Removal or Discharge of Permanent, Non-Probationary Employees as amended by Proposition E (November 1991 Election). (Calendar Item No. G)

Action: Off calendar by Commission action.

4090-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. J)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

4099-93 Approval of departmental affirmative action plans of the Retirement System, the Office of the Treasurer and the Tax Collector and status report on departmental plans that are not completed. (Calendar Item No. 10)

Action: Adopt staff report.

1. Approve completed departmental affirmative action plans of the Retirement System, the Office of the Treasurer and the Tax Collector.
2. Notify departments that have not completed affirmative action plans - City Planning, District Attorney, Fine Arts Museum - to appear before the Civil Service Commission on March 1, 1993 to explain reasons for non-compliance.

4100-93 Civil Service Commission Budget Request, for Fiscal Year 1993-94. (Calendar Item No. 26)

Action: Approve; forward to the Office of the Mayor.

IN-SERVICE MATTERS (cont.)

6741-92 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. I)

December 7, 1992:

1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.
2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.0 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

January 4, 1993:

Over to the meeting of February 1, 1993 at the request of the San Francisco Public Library.

Action:

Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualification or skills.

6890-92 Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 (B)(1), to provide for the accrual of sick leave with pay credits for specified periods while on furlough or on voluntary unpaid time off. (Calendar Item No. H)

January 4, 1993:

Post for adoption; forward to the Mayor's Employee Relations Division for meet and confer with recognized employee organizations.

Action:

Adopt. Forward to the Board of Supervisors. This Rule change will not be applicable to members of the Transport Workers Union pending completion of the meet and confer process.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 1, 1993

APPEAL OF AUTOMATIC RESIGNATION

Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92. (Calendar Item No. 18)

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

November 16, 1992: Over to the meeting of December 7, 1992 at the joint request of the Recreation and Park Department and Local 790.

December 7, 1992: Over to the meeting of February 1, 1993 at the joint request of the Recreation and Park Department and Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92. (Calendar Item No. 24)

January 4, 1993: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

Action: Over to the meeting of March 1, 1993 by Commission action.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 23)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

Action: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92. (Calendar Item No. 25)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Local 790.

Action: Dismiss from the City and County Service. Return name to the eligible list from which appointed (Class 1924 Materials and Supplies Supervisor). Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

Myles E. Dixon, 2806 Disease Control Investigator, 10/E-12, Department of Public Health, Bureau of Epidemiology and Disease Control, 7/10/92. (Calendar Item No. 17)

August 17, 1992: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

Michael Frudakis, 8214 Parking Control Officer, Department of Parking and Traffic, 11/1/92. (Calendar Item No. 22)

Action: Over to the meeting of March 1, 1993 due to tie vote of the Civil Service Commission.

TERMINATION OF LIMITED TENURE APPOINTMENT

Dennis Hendricks, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/5/92.
(Calendar Item No. 16)

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program.

APPEAL OF AUTOMATIC RESIGNATION

Sandra Holmes, 1424 Clerk Typist, 3/E-284, Public Utilities Commission, San Francisco Municipal Railway, 9/21/92. (Calendar Item No. 19)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Local 790.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

Steve E. Labanowski, 7344 Carpenter, 117/E-11, Department of Public Works, 12/17/92. (Calendar Item No. 20)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

APPEAL OF AUTOMATIC RESIGNATION

Raymond E. Williams, Sr., 7219 Maintenance Estimator and Scheduler, 2/HOP-2, Public Utilities Commission, San Francisco Municipal Railway, 12/8/92. (Calendar Item No. 21)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 27)

None.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 28)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 29)

None.

ADJOURNMENT. (Calendar Item No. 30)



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CITY AND COUNTY OF SAN FRANCISCO
// CIVIL SERVICE COMMISSION

/// MINUTES OF MEETING

REGULAR MEETING - MARCH 1, 1993

PART I - 2 p.m.

DOCUMENTS DEPT.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

(Items Missed: 14 and 21)

Excused: Commissioner Donovan

Commissioner Uyehara presided

MINUTES.

Regular Meeting of February 1, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner

Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

Executive Session, March 1, 1993.

The Civil Service Commission met in closed session on Monday, March 1, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54957.9 of the Government Code of the State of California regarding labor relations and pending litigation issues.

Present were Commissioners Mickins, Munson and Uyehara.

The Commission instructed its Chief Labor Negotiator and staff on the labor relations issues. The City Attorney advised the Commission on the pending litigation issue.

CLASSIFICATION MATTERS

- 1007-93 Review of request for approval of proposed personal services contracts number 410-92/93 and 411-92/93. (Calendar Item No. 7)

February 1, 1993: Contract 410-92/93 and 411-92/93 over to the meeting of March 1, 1993.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
410-92/93	Public Works	T A C
411-92/93	Public Works	Ace Pacific Co.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1015-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
424-92/93	Airport	Kenyon and Eddelstein
425-92/93	Art Commission	Narcissus Quagliata
426-92/93	Mayor's Office	United States Escrow, Inc.
427-92/93	Mayor's Office	CGMS Incorporated
428-92/93	Mayor's Office	Rehab Financial Corporation

CLASSIFICATION MATTERS (cont.)

1015-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
429-92/93	Mayor's Office	Mission Cultural Center
430-92/93	Mayor's Office	Mixed Race People of Color
431-92/93	Mayor's Office	Mission Education Projects, Inc.
432-92/93	Mayor's Office	Fellowship Urban Outreach
433-92/93	Mayor's Office	Hunters View Tenants Association
434-92/93	Mayor's Office	Ingleside Community Center
435-92/93	Mayor's Office	North of Market Planning Coalition
436-92/93	Mayor's Office	Children's Council of San Francisco
437-92/93	Mayor's Office	North of Panhandle Neighborhood Association
438-92/93	Mayor's Office	Alice Griffith Tenants Association
439-92/93	Mayor's Office	Robert B. Pitts Plaza Residents Council
440-92/93	Mayor's Office	Hayes Valley North and South Tenants Association
441-92/93	Mayor's Office	The 16th Street Revitalization Committee
442-92/93	Mayor's Office	Vietnamese Youth Development Center
443-92/93	Mayor's Office	Chinatown Youth Center
444-92/93	Mayor's Office	Uprising Community Plus

CLASSIFICATION MATTERS (cont.)

1015-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
445-92/93	Mayor's Office	OMI Pilgrim Community Center
446-92/93	Mayor's Office	Youth Empowerment Project
447-92/93	Mayor's Office	Lyon Martin Women's Health Services
448-92/93	Mayor's Office	Mission Neighborhood Center's, Inc.
449-92/93	Mayor's Office	Westbrook/Hunter's Point "A" Residents Association
450-92/93	Mayor's Office	Plaza East Residents Association
451-92/93	Mayor's Office	Sunnydale Tenants Association
452-92/93	Mayor's Office	Asociacion de Refugiados Guatemaltecos
453-92/93	Mayor's Office	Visitacion Valley Just Say No to Drugs Club
454-92/93	Mayor's Office	Mission Economic & Cultural Association
455-92/93	Mayor's Office	El Dorado School Neighborhood Betterment Council
456-92/93	Mayor's Office	Potrero Hill Neighborhood Watch
457-92/93	Mayor's Office	Potrero Hill Annex/Terrace Resident Association
458-92/93	Mayor's Office	Geneva Towers Resident Council
459-92/93	Mayor's Office	Dolores Park Coalition

CLASSIFICATION MATTERS (cont.)

1015-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
460-92/93	Mayor's Office	OMI Neighbors In Action
461-92/93	Mayor's Office	Fair Oaks Neighbors
462-92/93	Mayor's Office	Japanese Community Youth Council
463-92/93	Port	Economic and Planning Systems, Inc.
464-92/93	Public Health	Omulu Senzala Group
465-92/93	Public Health	Carlson Price Fass and Company, Inc.
466-92/93	Public Health	American Lung Association of S.F.
467-92/93	Public Health	California Children's Home, Inc.
468-92/93	Public Health	S.F. Study Center, Inc.
469-92/93	Public Health	University of California, Berkeley/Office of Financial Aid
470-92/93	Public Health	University of California, S.F.
471-92/93	Public Health	University of California, San Francisco/SFGH
472-92/93	Public Library	Friends of the S.F. Public Library
473-92/93	Public Utilities Commission	Bookman-Edmonston
474-92/93	Public Utilities Commission	The Association of: Camp Dresser & McKee, Inc., AGS, Inc. F.E. Jordan Associates, Inc.

CLASSIFICATION MATTERS (cont.)

1015-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
475-92/93	Public Works	Miller Pipeline Corp.
476-92/93	Recreation and Park	Regents of the University of California, U.C. Agricultural Extension
477-92/93	Registrar of Voters	Data Information Management Systems
478-92/93	S.F. Community College District	Finger & Moy, Architects
479-92/93	S.F. Community College District	Dynamic Corporation
480-92/93	S.F. Community College District	Kathy Reeves and Mimi A. Steadman
481-92/93	Sheriff	Stanford University School of Law
482-92/93	Sheriff	EC1
483-92/93	Sheriff	Linda Connelly & Associates
484-92/93	Social Services	S.F. Child Abuse Council
485-92/93	Social Services	Family Service Agency
486-92/93	Social Services	Family Service Agency
487-92/93	Civil Service Commission	Donnoe and Associates
488-92/93	Public Utilities Commission	Thomas Elzey

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1016-93 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	2454 Clinical Pharmacist (Sch. 65.7 \$2252B2737)	Same
	2	2830 Public Health Nurse (2094B2621)	Same
Public Health/ SFGHMC	2	4321 Cashier II (Sch. 49.2 \$1018B1232)	Same
	2	2908 Hospital Eligibility Worker (Sch. 54.5 \$1310B1588)	Same
Public Works	1	1808 MIS Technician I (Sch. 45.4 \$850B1027)	1720 Data Entry Operator (Sch. 45.9 \$870B1052)
Port	1	9357 Chief Wharfinger (Sch. 61.2 \$1809B2199)	Retitle and amend the class specification for class 9357 from Chief Wharfinger to Cargo Operations Manager. Draft class specification as detailed in the staff report.

Action: Adopt staff report.

1018-93 Establishment of eighteen classes in a new Special Assistant series
and the abolishment of various classes. (Calendar Item No. D)

Action: Over to the meeting of March 15, 1993 at the request of
staff.

CLASSIFICATION MATTERS (cont.)

1019-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Sheriff	20	8304 Deputy Sheriff	Same
	2	8306 Senior Deputy Sheriff	Same
	2	8274 Police Cadet	Same
Public Works	1	1708 Senior Telephone Operator	Same
	1	5249 Senior Sanitary Engineer	Same
	1	5364 Civil Engineering Associate I	Same
	1	6137 Assistant Industrial Hygienist	Same
	1	6231 Senior Street Inspector	Same
	1	6331 Building Inspector	Same

Action: Adopt staff report.

COMPENSATION MATTERS

2028-93 Proposed new benchmarks for Fiscal Year 1993-94.
(Calendar Item No. 9)

- Action:
1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.
 2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

COMPENSATION MATTERS (cont.)

2029-93 Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies.
(Calendar Item No. 8)

- Action:
1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.
 2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.
 3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.
 4. Over to the meeting of March 15, 1993.

2030-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
John T. Farrell 1844 Senior Management Assistant	Assessor	3	3
Miriam Ramirez 1424 Clerk Typist	Health Service System	2	2
Hazel Jones 9772 Community Specialist I	Mayor's Office	4	4
Albert Wong 5230 Traffic Engineer	Parking and Traffic	4	4
Khalaf Hirmina 5240 Electrical Engineer	Public Utilities Commission	5	5

COMPENSATION MATTERS (cont.)

2030-93
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Carl W. Walker 1821 Management Information Systems Manager	Public Utilities Commission	5	5
Qing Du 7358 Pattern Maker	Purchasing	5	5
Ronald Bladow 1864 Systems and Procedures Analyst	Controller	3	3
Keith Hatfield 1874 Senior Programmer Analyst	Controller	5	5

Action: Adopt staff report.

2031-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 13)

Action: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 14)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

February 1, 1993: Off calendar at the request of the San Francisco Police Department.

Action: Over to the meeting of March 15, 1993 at the request of Mr. Lee's attorney.

IN-SERVICE MATTERS

- 4211-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4219-93 Status report on remaining departmental affirmative action plans of the Department of City Planning, District Attorney's Office, Fine Arts Museum. (Calendar Item No. 11)

Action: Adopt staff report; approve the departmental affirmative action plan of the Fine Arts Museum.

- 4233-93 Resolution of Commendation for Edgar Poma, Senior Personnel Analyst, for outstanding service to the Civil Service Commission.
(Calendar Item No. 5)

Action: Adopt.

- 4234-93 Appeal of the decision of the General Manager, Personnel by Edward Skinger to restrict future employment. (Calendar Item No. 10)

Action: Over to the meeting of March 15, 1993 at the request of Mr. Skinger's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 1, 1993

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92.
(Calendar Item No. 19)

January 4, 1993: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

February 1, 1993: Over to the meeting of March 1, 1993 by Commission action.

Action: Return name to the eligible list in Class 1468 Water Services Clerk. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 18)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

February 1, 1993: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

Action: Over to the meeting of March 15, 1993 at the request of Mr. Carlson's attorney. The Commission stipulated that no further continuances shall be granted.

RESIGNATION - SERVICES UNSATISFACTORY

Marguerite Cobb, 2903 Eligibility Worker, 104/CPE-24, Department of Social Services, General Assistance, 12/11/92.
(Calendar Item No. 20)

Action: Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

APPEAL OF AUTOMATIC RESIGNATION

Michael Frudakis, 8214 Parking Control Officer, Department of Parking and Traffic, 11/1/92. (Calendar Item No. 16)

February 1, 1993: Over to the meeting of March 1, 1993 due to tie vote of the Civil Service Commission.

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

Carlisa James, 1424 Clerk Typist, 5/E-310, Department of Public Health, Laguna Honda Hospital, 1/21/93. (Calendar Item No. 17)

Action: Deny appeal. Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92. (Calendar Item No. 22)

Action: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Oveyarn Smith, 9163 Transit Operator, 24/P-127, Public Utilities Commission, San Francisco Municipal Railway, 11/13/92. (Calendar Item No. 21)

Action: No future employment in any position covered by the civil service system of the City and County of San Francisco.

COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 23)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 24)

None.

ADJOURNMENT. (Calendar Item No. 24)



DOCUMENTS DEPT.

MAR 19 1993

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PUBLIC LIBRARY

CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

MARCH 15, 1993

ROOM 282 CITY HALL

1:30 p.m.

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Donovan presided.

ITEM NO.

- (1) Presentation on new approaches to reducing the number of classes.
Presentation given by Towers Perrin.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary





CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - MARCH 15, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Donovan presided

MINUTES.

Regular Meeting of March 1, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner

Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary



ANNOUNCEMENTS.

A. Executive Session, March 9, 1993.

The Civil Service Commission met in closed session on Tuesday, March 9, 1993 at 6 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to consider a personnel matter.

Present were Commissioners Donovan, Mickins, Munson, Rios and Uyehara.

The Civil Service Commission took action to appoint Wendell L. Pryor as General Manager, Personnel effective April 19, 1993. The vote was 4 to 1:

Commissioner Donovan: No
Commissioner Mickins: Yes
Commissioner Munson: Yes
Commissioner Rios: Yes
Commissioner Uyehara: Yes

(Commissioner Donovan indicated her intent to make the decision unanimous at the meeting.)

B. Executive Session, March 15, 1993.

The Civil Service Commission met in closed session on Monday, March 15, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 of the Government Code of the State of California to discuss a labor relations issue.

Present were Commissioners Mickins, Munson and Rios.

The Commission authorized its General Manager, Personnel to enter into agreements regarding negative internal adjustments with Municipal Executive Association (MEA) and San Francisco Health Inspectors Association subject to final approval by the City Attorney.

CLASSIFICATION MATTERS

1018-93 Establishment of eighteen classes in a new Special Assistant series and the abolishment of various classes.
(Calendar Item No. J)

February 1, 1993: Over to the meeting of March 15, 1993 at the request of staff.

Action: Adopt staff report.

1. Establish eighteen (18) classes in the new series of Special Assistant as enumerated in Attachment A of the staff report. These classes are to be used only with the prior approval of the General Manager, Personnel.

CLASSIFICATION MATTERS (cont.)

1018-93
(cont.)

2. Abolish the classes listed in the amended Attachment B of the staff report.
3. Advise departments with affected positions to reflect the change from existing classes to the new classes in the 1993-94 budget documents. Direct staff to advise departments regarding the appropriate level within the series.
4. Notify departments to submit requisitions in the new classes and to cancel requisitions in the former classes.
5. All of the above recommendations to be effective July 1, 1993.
6. Direct staff to explore with departments the use of this new series to consolidate and eliminate other classes.
7. Direct staff to explore with departments, the Purchaser, Controller and City Attorney the use of this new series to make appointments in lieu of personal services contracts.

1021-93

Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
489-92/93	Airport	Traffic Data Service
490-92/93	Airport	Pacific Transit Management Corp.
491-92/93	Airport	Wahler Associates/AGS, Inc., Joint Venture
492-92/93	Assessor	Henry McKenzie
493-92/93	Civil Service	Education/Research, Inc. Commission
494-92/93	Controller	Arthur Consulting Group, Inc.
495-92/93	Fire	CORE Corporation
496-92/93	Parking & Traffic	Wilbur Smith Associates
497-92/93	Public Health	Communication Technologies
498-92/93	Public Health	Coopers & Lybrand

CLASSIFICATION MATTERS (cont.)

1021-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	499-92/93	Public Health	Shared Medical Systems (SMS)
	500-92/93	Public Health	Bayview Hunter's Point Foundation Mental Health Service
	501-92/93	Public Health	C.A.H.E.E.D. Day Care Center
	502-92/93	Public Health	UCSF/School of Nursing/Department of Family Health Care Nursing
	503-92/93	Public Health	AIDS Benefits Counselors
	504-92/93	Public Health	AIDS Emergency Fund
	505-92/93	Public Health	AIDS Indigent Direct Services
	506-92/93	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
	507-92/93	Public Health	AIDS Legal Referral Panel
	508-92/93	Public Health	Bayview Hunter's Point Foundation/AIAI
	509-92/93	Public Health	California Pacific Medical Center/Visiting Nurses & Hospice
	510-92/93	Public Health	Catholic Charities of San Francisco
	511-92/93	Public Health	Catholic Charities of San Francisco
	512-92/93	Public Health	Coming Home
	513-92/93	Public Health	Continuum HIV Day Services
	514-92/93	Public Health	Golden Gate Community Inc./Bridge for Kids

CLASSIFICATION MATTERS (cont.)

1021-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
515-92/93	Public Health	Home Care Companions, Inc.
516-92/93	Public Health	Instituto Familiar de la Raza, Inc.
517-92/93	Public Health	National Task Force on AIDS Prevention
518-92/93	Public Health	National Task Force on AIDS Prevention/EACH
519-92/93	Public Health	Project Open Hand
520-92/93	Public Health	S.F. AIDS Foundation
521-92/93	Public Health	S.F. Community Clinic Consortium
522-92/93	Public Health	S.F. Food Bank
523-92/93	Public Health	S.F. Network Ministries
524-92/93	Public Health	S.F. Suicide Prevention
525-92/93	Public Health	Shanti Project
526-92/93	Public Health	University of California, S.F., AIDS Health Project
527-92/93	Public Health	University of California, Center on Deafness
528-92/93	Public Health	Westside Community Mental Health Clinic
529-92/93	Public Utilities Commission	David M. Dornbusch & Co., Inc.
530-92/93	Public Utilities Commission	McLeod & Associates
531-92/93	Public Utilities	Jackson Research Projects Commission
532-92/93	Public Works	Performance Partners
533-92/93	Public Works	BWF Engineers, Dallas Voightlander

CLASSIFICATION MATTERS (cont.)

1021-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
534-92/93	Public Works	WECS Warehouse Equipment Contracting Service
535-92/93	Retirement	Noetics Group
536-92/93	Social Services	Visions, Inc.
537-92/93	Social Services	In Home Supportive Services Consortium
538-92/93	City Attorney	Schirmer Engineering Co. and Rolph Jensen and Associates
539-92/93	City Attorney	To Be Announced
540-92/93	City Attorney	Orrick, Herrington, and Sutcliffe Law Firm and Arnelle and Hastie Law Office

- Action:
1. Contract Number 539-92/93 over to the meeting of April 5, 1993 at the request of the City Attorney's Office.
 2. Contract Number 535-92/93 over to the meeting of April 5, 1993 by Commission action.
 3. Adopt balance of staff report; notify the offices of the Controller and the Purchaser.

1022-93 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGHMC	1	A029 Assistant Chief, Paramedic Division (\$2252B2737)	Establish Class Class 2529 Assistant Chief, Paramedic Division (J,Z Sch. 64.7 \$2145B2607) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1022-93
(cont.)

ABOLISH THE FOLLOWING CLASSES:

Class and Title

Recommendation

2528 Medical Steward

As these classes
are no longer

A029 Assistant Chief, Paramedic Division

required, it is
recommended that
they be abolished.

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

Existing Class Title and Rate

Recommended
Class

2531 Assistant Chief, Paramedic Division
(Sch. 65.7 \$2252B2737)

Retitle and amend
the class
specification to
2531 Deputy Chief,
Paramedic Division.
Draft class
specification as
detailed in the
staff report.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGHMC	1	2322 Head Nurse (\$2242B2892)	Same
Public Works	1	A889 Financial Specialist I (Sch. 54.7 \$1323B1603)	1823 Administrative Analyst (Sch. 61.5 \$1835B2230)
	2	A863 Senior Plumbing Inspector (Sch. 65.8 \$2264B2752)	Establish Class 6246 Senior Plumbing Inspector (Sch. 65.8 \$2264B2752) Draft class specification as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1022-93
(cont.)

ABOLISH THE FOLLOWING CLASSES:

<u>Class and Title</u>	<u>Recommendation</u>
9918 Public Works Aide - Security	As this class is no longer required, it is recommended that it be abolished.

Action: Adopt staff report.

1023-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Airport	1	5268 Architect	Same
Public Utilities Commission	1	5254 Associate Mechanical Engineer	Same
Public Works	1	1410 Chief Clerk	Same
	1	1942 Assistant Materials Coordinator	Same

Action: Adopt staff report.

1222-92 Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health.
(Calendar Item No. I)

October 19, 1992: Off calendar at the request of the
Department of Social Services.

November 16, 1992: Off calendar at the request of the
Department of Social Services.

Action: Adopt staff report.

1. Establish the following six new classifications:

- (A) 2913 Program Specialist
(92-93) J, 57.5 \$1513 bw \$1835
- (B) 2915 Program Specialist Supervisor
(92-93) J, 60.5 \$1748 bw \$2124

CLASSIFICATION MATTERS (cont.)

1222-92
(cont.)

- (C) 2917 Program Support Analyst
(92-93) J,Z 62.2 \$1899 bw \$2309
- (D) 2952 Executive Assistant to the General Manager
(92-93) J,Z 65.3 \$2209 bw 2685
- (E) 2964 Director, Budget and Planning
(92-93) J,Z 69.4 \$2700 bw 3282
- (F) 2968 Social Services Manager, Investigations
(92-93) J,Z 66.6 \$2354 bw \$2862

Draft class specifications as detailed in the staff report.

2. Amend specifications for classes:

- (A) 2903 Eligibility Worker
(92-93) 51.6 \$1141 bw \$1381
- (B) 2904 Social Service Technician
(92-93) 50.6 \$1088 bw \$1316
- (C) 2905 Senior Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
- (D) 2907 Eligibility Worker Supervisor
(92-93) 57.6 \$1520 bw \$1844
- (E) 2908 Hospital Eligibility Worker
(92-93) 54.5 \$1310 bw \$1588
- (F) 2909 Hospital Eligibility Supervisor
(92-93) 60.0 \$1706 bw \$2074
- (G) 2910 Social Worker
(92-93) Z 53.1 \$1226 bw \$1484
- (H) 2912 Senior Social Worker
(92-93) Z 55.9 \$1401 bw \$1698
- (I) 2914 Social Worker Supervisor
(92-93) Z 58.9 \$1618 bw \$1965
- (J) 2940 Child Welfare Worker
(92-93) Z 59.8 \$1690 bw \$2053
- (K) 2942 Senior Child Welfare Worker
(92-93) Z 60.7 \$1765 bw \$2145
- (L) 2944 Child Welfare Supervisor
(92-93) Z 62.2 \$1899 bw \$2309
- (M) 2946 Senior Eligibility Worker Supervisor
(92-93) Z 62.1 \$1890 bw \$2297

CLASSIFICATION MATTERS (cont.)

1222-92
(cont.)

- (N) 2947 Hospital Eligibility Manager, DPH
(92-93) Z 62.1 \$1890 bw \$2297
- (O) 2948 Senior Social Service Supervisor
(92-93) Z 64.6 \$2135 bw \$2596
- (P) 2953 Deputy General Manager, DSS
(92-93) Z 75.0 \$3547 bw \$4311
- (Q) 2969 Assistant Director, Social Services Program
(92-93) Z 66.6 \$2354 bw \$2862
- (R) 2970 Director, Administrative Services, DSS
(92-93) Z 66.6 \$2354 bw \$2862
- (S) 2973 Assistant General Manager, DSS
(92-93) Z 72.2 \$3093 bw \$3760
- (T) 2974 General Manager, DSS
(92-93) Z 76.4 \$3799 bw \$4617

Draft amended class specification as detailed in the staff report.

3. Retitle Classes; status of incumbents and eligibles remains unchanged. Draft amended class specifications as detailed in the staff report:

2909 Hospital Eligibility Supervisor to 2909 Hospital Eligibility Worker Supervisor.

2946 Senior Eligibility Worker Supervisor to 2946 Eligibility Section Manager.

2948 Senior Social Service Supervisor to 2948 Social Services Section Manager.

2969 Assistant Director, Social Services Programs to 2969 Social Services Program Manager.

4. Allocate, reallocate, and confirm permanently budgeted positions as enumerated in the appendix following report.
5. Amend the Annual Salary Ordinance accordingly when such actions do not adversely affect the permanent incumbents.
6. Grant status to permanent incumbents in Class 2911 Eligibility Appeals Specialist as indicated in the staff report.
7. Abolish the following classes when permanent incumbents are not adversely affected. (Unused classes were abolished by prior CSC action.)

- (A) 2906 Social Worker Trainee
(92-93) (\$1181 bw)

CLASSIFICATION MATTERS (cont.)

1222-92
(cont.)

- (B) 2911 Eligibility Appeals Specialist
(92-93) (Z 56.5 \$1443 bw \$1748)
 - (C) 2945 Children's Services Investigator
(92-93) (Z 67.9 \$2507 bw \$3047)
 - (D) 2950 Social Service Division Supervisor
(92-93) (Z 64.1 \$2084 bw \$2533)
 - (E) 2951 Community Services Coordinator
(92-93) (Z 63.6 \$2033 bw \$2472)
 - (F) 2971 Director, Social Service Programs
(92-93) (Z 67.8 \$2496 bw \$3035)
 - (G) 2994 Homemaker
(92-93) (Z 47.6 \$943 bw \$1141)
8. Abolish the following classes when new classes are created and positions allocated.
- (A) A627 Income Maintenance Specialist
(92-93) (Z 56.5 \$1443 bw \$1748)
 - (B) A553 Executive Assistant to the General Manager
(92-93) (Z 65.3 \$2209 bw \$2685)
 - (C) A784 Director of Budget and Fiscal
(92-93) (Z 71.4 \$2977 bw \$3618)
9. Advise the Departments of Public Health and Social Services to amend their respective budgets to reflect these actions.
10. Advise the Decentralized Civil Service Unit of the Department of Social Services to conduct examinations in the newly established classes.
11. Authorize continuation of provisional appointments for incumbents in classes where reallocation has been approved to another new or existing class.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)

CLASSIFICATION MATTERS (cont.)

- 1234-92 November 16, 1992: 1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.
- (cont.)
2. Adopt balance of staff report.
- December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.
- January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.
- February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.
- Action: Over to the meeting of April 19, 1993 by Commission action.

COMPENSATION MATTERS

- 2028-93 Proposed new benchmarks for Fiscal Year 1993-94.
(Calendar Item No. 8)
- March 1, 1993: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.
2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.
- Action: Over to the meeting of April 5, 1993 at the request of staff.
- 2029-93 Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies.
(Calendar Item No. 7)
- March 1, 1993: 1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.
2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.

COMPENSATION MATTERS (cont.)

2029-93
(cont.)

3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.

4. Over to the meeting of March 15, 1993.

Action: Over to the meeting of April 5, 1993 at the request of staff.

2039-93 Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations.
(Calendar Item No. 9)

Action: Over to the meeting of April 5, 1993 at the request of staff.

2040-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Rebecca Wong 5350 Electrical Assistant I	Airport	3	3
Henry M. Feldkamp 1866 Systems and Procedures Supervisor	Controller	5	5
Lawrence Mack 2593 Health Program Coordinator III	Public Health	4	4
Rodrigo Vizcarra 2618 Food Service Supervisor	Public Health	3	3
Robert McCoy 1654 Principal Accountant	Juvenile Probation	4	4
Andrew Noll 6318 Construction Inspector	Public Works	3	3
Melinda Hom 2555 Physical Therapy Assistant	Public Health	5	5

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

- 2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Over to the meeting of April 5, 1993 by Commission action.

- 2042-93 Reconsideration of staff denial of a request from the International Association of Bridge, Structural and Ornamental Ironworkers, Local 377, for internal adjustments. (Calendar Item No. 11)

Action: Adopt staff report; deny requests of Gene Vick.

EXAMINATION MATTERS

- 3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. G)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

February 1, 1993: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

Action: Off calendar; appeal withdrawn.

- 3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 14)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.

January 4, 1993: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

Action: Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney.

EXAMINATION MATTERS (cont.)

3237-92 Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (Calendar Item No. 15)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

February 1, 1993: Off calendar at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Lee's attorney.

Action: Grant the appeal on the background rejection of Silas M. Lee for Class Q2 Police Officer.
(Vote of 4 to 1: Commissioner Munson dissents.)

3518-93 Appeal of background rejection for Class H2 Firefighter by Shane G. Francisco. (Calendar Item No. 17)

Action: Grant the appeal on the background rejection of Shane G. Francisco for Class H2 Firefighter.

3520-93 Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (Calendar Item No. 19)

Action: Over to the meeting of April 5, 1993 at Mr. Johnston's request.

3523-93 Appeal of background rejection for Class H2 Firefighter by Stephen S. Giannini. (Calendar Item No. 16)

Action: Adopt staff report. Deny appeal of Stephen S. Giannini; sustain the decision of the Chief of the San Francisco Fire Department.

3524-93 Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (Calendar Item No. 18)

Action: Over to the meeting of April 5, 1993 at Mr. Bross's request.

3526-93 Appeal of background rejection for Class H2 Firefighter by Thomas P. Haney. (Calendar Item No. 21)

Action: Over to the meeting of April 5, 1993 at Mr. Haney's request.

EXAMINATION MATTERS (cont.)

- 3527-93 Appeal of background rejection for Class H2 Firefighter by Seth I. Rubenstein. (Calendar Item No. 20)

Action: Over to the meeting of April 5, 1993 at Mr. Rubenstein's request.

- 3528-93 Appeal of background rejection for Class H2 Firefighter by Victor T. Baliao. (Calendar Item No. 22)

Action: Over to the meeting of April 5, 1993 at Mr. Baliao's request.

- 3529-93 Appeal of background rejection for Class H2 Firefighter by Kevin J. Pardini. (Calendar Item No. H)

Action: Over to the meeting of April 5, 1993 at Mr. Pardini's request.

IN-SERVICE MATTERS

- 4234-93 Appeal of the decision of the General Manager, Personnel by Edward Skinger to restrict future employment. (Calendar Item No. 12)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Skinger's attorney.

Action: Adopt staff report; deny the appeal of Edward Skinger, sustain the decision of the General Manager, Personnel.

- 4307-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. F)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. K)

October 5, 1992: 1. Post for adoption.
2. Forward to the Mayor's Employee Relations Division for meet and confer.

November 30, 1992: Over to the meeting of January 4, 1993 to be heard by the full Commission.

December 14, 1992: Adopt as amended. (Vote of 4 to 1: Commissioner Mickins dissents.)

1. The Civil Service Commission has offered to meet and confer on amendments to Rule 22 to provide for unpaid furloughs for employees of the City and County of San Francisco and the San Francisco Community College District and the San Francisco Unified School District. The largest City employee organization, SEIU Locals 250, 535, and 790 refused to meet and confer regarding an amendment to provide for mandatory furloughs, asserting that such amendments are barred by the Charter and its Memorandum of Understanding (MOU). Accordingly, the Commission finds that SEIU, on behalf of its members has waived meet and confer. The Commission further finds no merit to SEIU's assertions, and no bar to the Commission's exercise of its Charter authority and management prerogative to promulgate rules permitting departments to utilize mandatory furloughs as a mechanism of relieving employees from duties through temporary layoffs, without the disruption that could be caused through utilization of the "bumping" provisions of Rule 32. (Vote of 3 to 2: Commissioners Mickins and Rios dissent.)
2. As of today, meet and confer has been completed with all City employee representatives that participated in meet and confer except: Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, Local 200, Local 250-A and San Francisco Association of Personnel Professionals. These nine (9) employee organizations have completed meet and

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

2. confer, as well as mediation. The amendments adopted today in large part incorporate the changes suggested by the mediator in his December 10, 1992 report. Some or all of the nine (9) employee organizations which have completed mediation may accept the Commission's offer to participate in factfinding. Until the completion of factfinding, or until factfinding is waived, the amendments to Rule 22 adopted today shall not apply to employees in units represented by these employees representative. Further, the Commission will consider any additional recommendations of the factfinder, and if appropriate, may adopt further changes to the Rule 22 amendments. (Vote of 5 to 0.)
3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)
4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)
5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encouraging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)
6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

Action: 1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals.

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

2. Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule." (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 15, 1993

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92. (Calendar Item No. 24)

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

February 1, 1993: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Carlson's attorney. The Commission stipulated that no further continuances shall be granted.

Action: Dismiss from the City and County Service. Not to be employed again by the Medical Examiner's Office.

DISMISSAL OF PERMANENT EMPLOYEE

David B. Chapman, 1426 Senior Clerk Typist, 5/CPE-1, San Francisco Unified School District, 11/30/92. (Calendar Item No. 28)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program. Not to be employed again by the San Francisco Unified School District. (Commissioner Uyebara excused from voting on this issue by vote of the other Commissioners pursuant to Charter Section 3.500.)

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoyá, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92. (Calendar Item No. 26)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoyá's attorney.

Action: Over to the meeting of April 5, 1993 at the request of Mr. Otoyá's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 25)

Action: Over to the meeting of April 19, 1993 at the request of Local 3.

DISMISSAL OF PERMANENT EMPLOYEE

Craig A. Riggins, 4308 Senior Collections Officer, 3/CPE-5, Department of Social Services, 2/3/93. (Calendar Item No. 27)

Action: Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

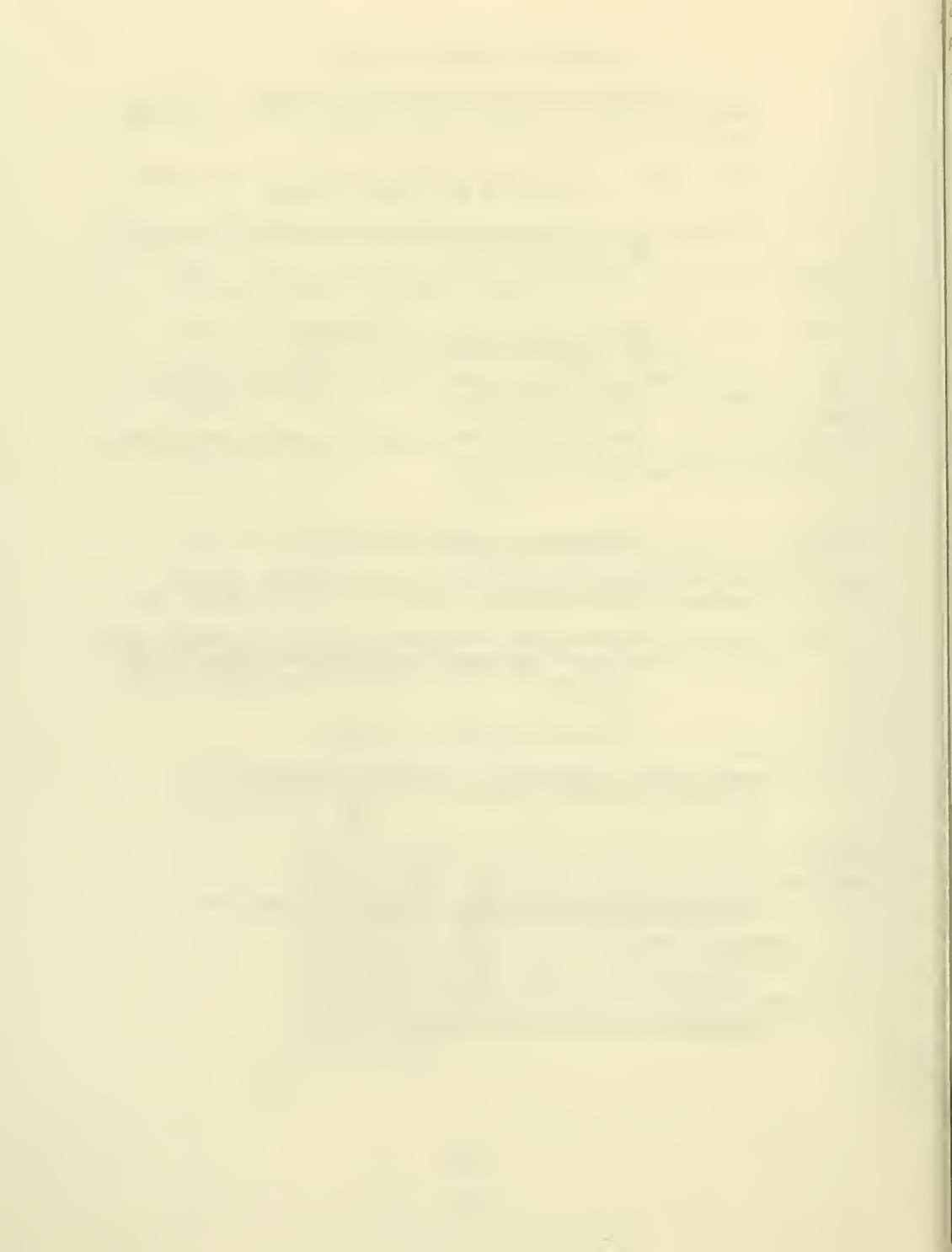
COMMISSIONERS' NEW BUSINESS. (Calendar Item No. 29)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 30)

None.

ADJOURNMENT. (Calendar Item No. 31)





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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

APRIL 12, 1993

ROOM 2C, (BASEMENT), CITY HALL

6 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

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Commissioner Donovan presided.

ANNOUNCEMENTS.

The Civil Service Commission met in closed session today at 5:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues and a litigation matter.

Present were Commissioners Donovan, Mickins, Munson and Rios.

The Commission approved a proposed settlement in the Lopez v. the Civil Service Commission et al. litigation (Vote of 3 to 2: Commissioner Uyehara and Rios dissenting).

No other action was taken.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



CLASSIFICATION MATTERS

1032-93 Review of requests for approval of proposed personal services contracts number 550-92/93 and 557-92/93. (Calendar Item No. 1)

April 5, 1993: Meeting cancelled due to lack of a quorum.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
550-92/93	Controller	ABR Consulting Group, Inc.
557-92/93	Police	A & M Associates

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

2028-93 Proposed new benchmarks for Fiscal Year 1993-94. (Calendar Item No. 5)

March 1, 1993: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

 2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: 1. Continue Class 6331 Building Inspector at Fiscal Year 1992-93 salary rate; no further action pending fact finder's report.

 2. Continue Class 3417 Gardener at Fiscal Year 1992-93 salary rate pending completion of meet and confer.

 3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey.

COMPENSATION MATTERS (cont.)

2029-93 Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies. (Calendar Item No. 3)

- March 1, 1993:
1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.
 2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.
 3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.
 4. Over to the meeting of March 15, 1993.
- March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

- Action:
1. Abolish the Meter Reader Benchmark.
 2. Reassign Class 1466 Meter Reader to the Plumber benchmark.
 3. Grant Positive Internal Adjustment of 2% to Class 1466 Meter Reader.
 4. Implementation of actions 1 through 3 contingent on a written settlement agreement.

(Vote of 3 to 2: Commissioners Uyebara and Rios dissenting).

2039-93 Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (Calendar Item No. 4)

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; forward to the Board of Supervisors.

IN-SERVICE MATTERS

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough).
(Calendar Item No. 2)

March 15, 1993:

1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals.
(Vote of 4 to 1: Commissioner Mickins dissents.)
2. Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

April 5, 1993:

Meeting cancelled due to lack of a quorum.

- Action:
1. Request that the Public Utilities Commission delay implementation of Unpaid Administrative Leave (Furlough) imposed on employees represented by Local 1305 scheduled to be effective starting April 15, 1993.
 2. Direct staff to investigate alleged violations by Public Utilities Commission reported by Mike Cook, Local 1305, for report at the Civil Service Commission meeting of April 19, 1993.

SPEAKERS

- Don Condin
- Don Baso
- Don Fross
- Mary Hanni
- David Novogrodsky
- Todd Huntington
- Bob McDonnell



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - APRIL 19, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Donovan presided

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MINUTES.

A. Regular Meeting of March 15, 1993

B. Special Meeting of April 12, 1993

Action: Approve.

ANNOUNCEMENTS.

The Executive Session of April 19, 1993 was cancelled.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



CLASSIFICATION MATTERS (cont.)

1021-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
535-92/93	Retirement	Noetics Group
539-92/93	City Attorney	Gruen & Gruen
March 15, 1993:	1. Contract Number 539-92/93 over to the meeting of April 5, 1993 at the request of the City Attorney's Office.	
	2. Contract Number 535-92/93 over to the meeting of April 5, 1993 by Commission action.	

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1032-93 Review of requests for approval of proposed personal services contracts number 541-92/93 through 549-92/93, 551-92/93 through 556-92/93, and 558-92/93 through 596-92/93. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
541-92/93	Airport	The Parry Company
542-92/93	Airport	Jancyn Company
543-92/93	Airport	Janis Bell
544-92/93	Art Commission	Joe Sam
545-92/93	CAO	Jack Golden
546-92/93	City Attorney	O'Melveny & Myers and the Law Offices of Pamela S. Jue
547-92/93	City Attorney	Brown & Wood and the Law Offices of Pamela S. Jue
548-92/93	Civil Service Commission	To Be Determined

CLASSIFICATION MATTERS (cont.)

1032-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	549-92/93	S.F. Community College District	Personnel Concepts
	551-92/93	Controller	David M. Griffith and Associates
	552-92/93	Controller	David M. Griffith and Associates
	553-92/93	Controller	Trident Services
	554-92/93	Mayor's Office	Peter Lloyd Thompson
	555-92/93	Mayor's Office	Linda Schanfein
	556-92/93	Mayor's Office	Hilyard Wiggins
	558-92/93	Port	Carol M. Brown
	559-92/93	Public Utilities Commission	Daniel B. Steiner
	560-92/93	Public Works	Abacus Archaeological Associates
	561-92/93	Public Works	Holman and Associates
	562-92/93	Public Works	Basin Research Associates
	563-92/93	Public Works	Dames and Moore
	564-92/93	Public Works	Woodward Clyde Consultants
	565-92/93	Recreation and Park	S.F. League of Urban Gardeners (SLUG)
	566-92/93	Sheriff	Roger Sheldon
	567-92/93	Sheriff	Geese Theatre Company
	568-92/93	Sheriff	Center on Juvenile & Criminal Justice
	569-92/93	Sheriff	George Bach -Y- Rita

CLASSIFICATION MATTERS (cont.)

1032-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	570-92/93	Sheriff	Occupational Health Services
	571-92/93	Sheriff	Carolyn Block
	572-92/93	Sheriff	Northern California Service League
	573-92/93	Sheriff	Reverend J. Raymond Fox
	574-92/93	Sheriff	Dr. Harry Edwards
	575-92/93	Sheriff	San Mateo County School Service Fund
	576-92/93	Sheriff	Man Alive - Hamish Sinclair
	577-92/93	Sheriff	Jay Rice
	578-92/93	Sheriff	Kathleen A. McBurney, Dr., P.H., R.D.
	579-92/93	Sheriff	Walden House, Inc.
	580-92/93	Sheriff	Eclectic Communications, Inc.
	581-92/93	Sheriff	Linda Connelly and Associates
	582-92/93	Sheriff	University of Santa Clara School of Law
	583-92/93	Sheriff	Stanford University School of Law
	584-92/93	Sheriff	New College School of Law
	585-92/93	Sheriff	Golden Gate University School of Law
	586-92/93	Sheriff	University of San Francisco School of Law

CLASSIFICATION MATTERS (cont.)

1032-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	587-92/93	Sheriff	University of California at Davis School of Law
	588-92/93	Sheriff	University of California at Berkeley School of Law
	589-92/93	Sheriff	Hastings College of the Law
	590-92/93	Public Health	18th Street Services
	591-92/93	Public Health	Walden House, Inc.
THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM FROM THE DEPARMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:			
	592-92/93	Public Health	Asian American Recovery Services, Inc.
	593-92/93	Public Health	Compumed, Inc.
	594-92/93	Public Health	Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services)
	595-92/93	Public Health	Carolyn K. Harvey, D.P.M.
	596-92/93	Public Health	Western Dental Services, Inc.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; notify the offices of the Controller and the
Purchaser.

CLASSIFICATION MATTERS (cont.)

1033-93 Classification of positions in various City departments.
(Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Community College District	1	1844 Senior Management Assistant (Sch. 59.0 \$1626B1975)	Same
County Clerk/ Recorder	1	1650 Accountant (Sch. 52.1 \$1169B1414)	1652 Senior Accountant (Sch. 56.0 \$1407B1706)
Public Health/ Central Office	1	1446 Secretary II (Sch. 51.9 \$1158B1401)	Same

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

1034-93 Classification of various positions under "Express Position Classification Program."
(Calendar Item No. E)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Port	1	4308 Senior Collections Officer	Same
PUC/Water	1	5208 Civil Engineer	Same
Public Works	1	1408 Principal Clerk	Same
	1	1844 Senior Management Assistant	Same
	2	5212 Principal Engineer	Same
	1	5242 Senior Electrical Engineer	Same

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1041-93 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
597-92/93	Airport	San Francisco Conservation Corps
598-92/93	Airport	Warren, McVeigh & Griffin, Inc.
599-92/93	Airport	Pacific State Airline Services, Inc.
600-92/93	Airport	Varitime Systems Corporation
601-92/93	Airport	San Mateo County, Roundtable Consultant
602-92/93	Controller	S.K. White Consulting
603-92/93	Controller	Tri-Pacific Consulting
604-92/93	Controller	S.K. White Consulting
605-92/93	Controller	Savvy, Inc.
606-92/93	Controller	Pacific Coast Systems
607-92/93	Controller	ACS Commercial Services Corp.
608-92/93	Juvenile Probation	National Council on Crime and Delinquency & Polaris Research
609-92/93	Juvenile Probation	Bayview Hunter Point Foundation
610-92/93	Juvenile Probation	Bay Area Urban League
611-92/93	Juvenile Probation	Ella Hill Hutch Community Center
612-92/93	Juvenile Probation	Y.W.C.A. of San Francisco
613-92/93	Juvenile Probation	Chinatown Youth Center

CLASSIFICATION MATTERS (cont.)

1041-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	614-92/93	Juvenile Probation	Pilipino Early Intervention Program
	615-92/93	Juvenile Probation	Potrero Hill Neighborhood House
	616-92/93	Juvenile Probation	Bayview Hunters Point Foundation
	617-92/93	Juvenile Probation	Morrisania West, Inc.
	618-92/93	Juvenile Probation	Real Alternatives Program
	619-92/93	Public Works	Bay Area Tank & Marine
	620-92/93	Public Works	Dillard Environmental Services
	621-92/93	Public Works	East Carbon Development Corporation
	622-92/93	Public Works	Dr. Ghassan Tarakji, S.F. State University, Engineering Design Center
	623-92/93	Public Works	Business Development, Inc.
	624-92/93	Sheriff	Richard Kamier
	625-92/93	Social Services	S.F. Community College District
	626-92/93	Social Services	Children's Council of San Francisco
	627-92/93	Social Services	Salvation Army-Gateway Family Shelter
	628-92/93	Social Services	St. Vincent de Paul-Richmond Hills Shelter
	629-92/93	Social Services	Episcopal Community Services (MSC-North)
	630-92/93	Social Services	The Glide Foundation

CLASSIFICATION MATTERS (cont.)

1041-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	631-92/93	Social Services	St. Vincent de Paul Society of S.F. (MSC)
	632-92/93	Social Services	Glide Memorial Methodist Church
	633-92/93	Social Services	Dolores Street Community Center
	634-92/93	Social Services	The Episcopal Sanctuary
	635-92/93	Public Health	Berkeley Community Health Project
	636-92/93	Public Health	Starcare International
	637-92/93	Public Health	Surgical Staff, Inc.
	638-92/93	Public Health	TemPositions Health Care
	639-92/93	Public Health	The Registry Network, Inc.
	640-92/93	Public Health	Decade Software Company
	641-92/93	Public Health	AIDS Indigent Direct Services
	642-92/93	Public Health	AIDS Emergency Fund
	643-92/93	Public Health	AIDS Legal Referral Panel
	644-92/93	Public Health	American College of Traditional Chinese Medicine
	645-92/93	Public Health	Baker Places, Inc.
	646-92/93	Public Health	Bar Association of San Francisco
	647-92/93	Public Health	Bayview Hunter's Point Foundation
	648-92/93	Public Health	Bayview Hunter's Point Foundation/American Indian AIDS Institute

CLASSIFICATION MATTERS (cont.)

1041-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	649-92/93	Public Health	Black Coalition on AIDS
	650-92/93	Public Health	California Pacific Medical Center/HIV Center
	651-92/93	Public Health	California Pacific Medical Center/Operation Concern
	652-92/93	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
	653-92/93	Public Health	Catholic Charities of San Francisco
	654-92/93	Public Health	Continuum HIV Day Services
	655-92/93	Public Health	Family Service Agency
	656-92/93	Public Health	Filipino Task Force on AIDS
	657-92/93	Public Health	Gay Asian Pacific Alliance Community HIV Project
	658-92/93	Public Health	Golden Gate Community Inc./Bridge for Kids
	659-92/93	Public Health	Haight Ashbury Free Medical Clinic
	660-92/93	Public Health	Hartford Street Zen Center/Maitri AIDS Hospice
	661-92/93	Public Health	Health Outreach Team
	662-92/93	Public Health	Institute for Traditional Medicine
	663-92/93	Public Health	Larkin Street Youth Center
	664-92/93	Public Health	Lyon-Martin Women's Health Services

CLASSIFICATION MATTERS (cont.)

1041-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	665-92/93	Public Health	Mission Neighborhood Health Center
	666-92/93	Public Health	National Association for Visually Handicapped
	667-92/93	Public Health	Planned Parenthood
	668-92/93	Public Health	Professional Management Development Corp.
	669-92/93	Public Health	Project Open Hand
	670-92/93	Public Health	Rose Resnick Center for the Blind
	671-92/93	Public Health	St. Mary's Hospital & Medical Center
	672-92/93	Public Health	S.F. AIDS Foundation
	673-92/93	Public Health	S.F. Community Clinic Consortium
	674-92/93	Public Health	S.F. Food Bank
	675-92/93	Public Health	S.F. Network Ministries/Tenderloin AIDS Resource Center
	676-92/93	Public Health	S.F. Suicide Prevention
	677-92/93	Public Health	Shanti Project
	678-92/93	Public Health	The Support Center
	679-92/93	Public Health	University of the Pacific/School of Dentistry
	680-92/93	Public Health	UCSF/AIDS Clinic
	681-92/93	Public Health	UCSF/AIDS Health Project
	682-92/93	Public Health	UCSF/Center on Deafness
	683-92/93	Public Health	Westside Community Mental Health Center

CLASSIFICATION MATTERS (cont.)

1041-93
(cont.)

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
684-92/93	Public Health	Horizons Unlimited of S.F. Inc.
685-92/93	Public Health	Morrisania West, Inc.
686-92/93	Public Health	Potrero Hill Neighborhood House, Inc.

- Action:
1. Contract Number 600-92/93 over to the meeting of May 3, 1993 at the request of Local 21.
 2. Contracts Numbers 609 and 618-92/93 off calendar at the request of the Juvenile Probation Department.
 3. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1042-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. F)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Sheriff	1	1426 Senior Clerk Typist	Same
	1	8308 Sheriff's Sergeant	
Public Library	2	3616 Library Technical Assistant I	Same
	5	3630 Librarian I	
Parking and Traffic	1	1452 Executive Secretary II	Same
	1	1652 Senior Accountant	
Medical/ Examiner Coroner	1	2456 Assistant Forensic Toxicologist I	Same
Public Works	1	1752 Senior Microphoto Technician	Same

CLASSIFICATION MATTERS (cont.)

1042-93
(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	5258 Senior Mechanical Engineer	Same
	1	6138 Industrial Hygienist	Same
	1	7282 Street Repair Supervisor II	Same
	1	8173 Legal Assistant	Same
	1	8173 Legal Assistant	Same

Action: Adopt staff report.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 6)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 \$1835B2230)

- November 16, 1992:
1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.
 2. Adopt balance of staff report.
- December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.
- January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.
- February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.
- March 15, 1993: Over to the meeting of April 19, 1993 by Commission action.

Action: Over to the meeting of May 3, 1993 at the request of Local 21. Special Order of Business at 2:30 p.m.

COMPENSATION MATTERS

2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. I)

March 15, 1993: Over to the meeting of April 5, 1993 by Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

- Action: 1. Item related to Arthur I. Laursen, Public Utilities Commission, over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.
2. Adopt staff report on remaining items; approve supervisory differential adjustments; notify departments accordingly.

2064-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. J)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2065-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. G)

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Randy Ortega 2587 Health Worker III	Public Health	3	3
Ruby Henderson 1426 Senior Clerk Typist	War Memorial	5	5
*Arlene Boxton 1818 Management Information Specialist II	Airport	4	4

*Step 4 approval effective date of Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2066-93 Appeal of denial of assault pay request from the Department of Public Health for Elizabeth Ouligian, Class 2320 Registered Nurse. (Calendar Item No. 7)

Action: Over to the meeting of May 3, 1993.

2075-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. K)

Action: Over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

2076-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. H)

<u>Name and Class</u>	<u>Department</u>	<u>Step Requested</u>	<u>Step Recommended</u>
Kirk Bennett 9386 Senior Property Manager	Port	5	5
Dan Hodapp 5280 Planner III	Port	5	5
Herbert Manley 2110 Medical Records Clerk	Public Health	3	3
Gloria Santos 1872 Programmer Analyst	Controller	3	3
Melinda Hom 2555 Physical Therapy Assistant	Public Health	5	5

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

- 2082-93 Action regarding fact finding on proposed benchmarks of Class 6331 Building Inspector. (Calendar Item No. 7A) (Former File No. 2028-93)
- March 1, 1993: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.
2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 Salary Survey.
- March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 12, 1993: 1. Continue Class 6331 Building Inspector at Fiscal Year 1992-93 salary rate; no further action pending fact finder's report.
2. Continue Class 3417 Gardener on Fiscal Year 1992-93 salary rate pending completion of meet and confer.
3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey.
- Action: Recommend to the Board of Supervisors that the 1993-94 Salary Standardization Ordinance for miscellaneous employees be approved except for those classes proposed for assignment to the Gardener (Class 3417) and the Building Inspector (Class 6331 benchmarks. Reject the salary survey rates for those classes pending the outcome of meet and confer pursuant to the Employee Relations Ordinance.
- 2083-93 Report regarding meet and confer sessions on proposed new benchmarks of Class 3417 Gardener. (Calendar Item No. 7B) (Former File No. 2028-93)
- March 1, 1993: 1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.
2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 Salary Survey.
- March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

COMPENSATION MATTERS (cont.)

2083-93
(cont.)

- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 12, 1993:
1. Continue Class 6331 Building Inspector on Fiscal Year 1992-93 salary rate; no further action pending fact finders report.
 2. Continue Class 3417 Gardener on Fiscal Year 1992-93 salary rate pending completion of meet and confer.
 3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey.
- Action: Recommend to the Board of Supervisors that the 1993-94 Salary Standardization Ordinance for miscellaneous employees be approved except for those classes proposed for assignment to the Gardener (Class 3417) and the Building Inspector (Class 6331) benchmarks. Reject the salary survey rates for those classes pending the outcome of meet and confer pursuant to the Employee Relations Ordinance.

EXAMINATION MATTERS

3198-92

Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve.
(Calendar Item No. 14)

- November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.
- December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.
- January 4, 1993: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.
- March 1, 1993: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.
- March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney.
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- Action: Deny staff report. Grant appeal of Damon Z. Keeve.

EXAMINATION MATTERS (cont.)

3520-93 Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston.
(Calendar Item No. 25)

March 15, 1993: Over to the meeting of April 5, 1993 at
Mr. Johnston's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993.

3522-93 Appeal of background rejection for Class H2 Firefighter by Jay M. Cleland.
(Calendar Item No. 24)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Jay M. Cleland.

3524-93 Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross.
(Calendar Item No. 15)

March 15, 1993: Over to the meeting of April 5, 1993 at
Mr. Bross's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993. The San Francisco Fire
Department to attempt to further corroborate its rejection.

3526-93 Appeal of background rejection for Class H2 Firefighter by Thomas P. Haney.
(Calendar Item No. 18)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Haney's
request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Thomas P. Haney.

3527-93 Appeal of background rejection for Class H2 Firefighter by Seth I. Rubenstein.
(Calendar Item No. 17)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr.
Rubenstein's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Seth I. Rubenstein.

EXAMINATION MATTERS (cont.)

3528-93 Appeal of background rejection for Class H2 Firefighter by Victor T. Baliao.
(Calendar Item No. 26)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Baliao's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Victor T. Baliao. (Vote of 3 to 1: Commissioner Uyehara dissents).

3529-93 Appeal of background rejection for Class H2 Firefighter by Kevin J. Pardini.
(Calendar Item No. 22)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Pardini's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of Kevin J. Pardini.

3530-93 Appeal of background rejection for Class H2 Firefighter by John R. Kosta.
(Calendar Item No. 19)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report. Grant appeal of John R. Kosta subject to verification by San Francisco Fire Department of possession of valid California Driver License.

3531-93 Appeal of background rejection for Class H2 Firefighter by Warren K. Ness.
(Calendar Item No. 16)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report. Deny appeal of Warren K. Ness; sustain the decision of the Chief of the San Francisco Fire Department.

3534-93 Appeal of background rejection for Class H2 Firefighter by Thomas J. Duag.
(Calendar Item No. 23)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report. Deny appeal of Thomas J. Duag; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

- 3535-93 Appeal of background rejection for Class H2 Firefighter by Michael B. Charlton.
(Calendar Item No. 21)
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- Action: Off calendar.
- 3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon.
(Calendar Item No. 27)
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- Action: Over to the meeting of May 3, 1993.
- 3545-93 Appeal of staff's denial of protest of the terms of the examination announcement for
Classes 4268 Assistant Chief Real Property Appraiser and 4269 Chief Appraiser.
(Calendar Item No. 8)
- Action: Adopt staff report; deny appeal of William Leal.
- 3550-93 Appeal of background rejection for Class H2 Firefighter by Beth M. Goudreau.
(Calendar Item No. 20)
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- Action: Adopt staff report as to driving record. Deny appeal of Beth M. Goudreau as to driving record; sustain the decision of the Chief of the San Francisco Fire Department.
- 3769-92 Appeal of staff's denial of protest regarding the performance exercise examination for
Class 7355 Truck Driver. (Calendar Item No. O)
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- Action: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

IN-SERVICE MATTERS

- 4307-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. M)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4365-93 Appeal of staff's denial by Department of Social Services to add language waivers on requisitions in the following classifications: Class 2907 Eligibility Worker Supervisor, Class 2914 Social Worker Supervisor and Class 2944 Child Welfare Supervisor. (Calendar Item No. 9)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Deny staff report; grant appeal of Department of Social Services. Department to submit a timetable of its schedule for complying with Civil Service Commission policy.

- 4366-93 Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January 1, 1993 to March 31, 1993. (Calendar Item No. N)

Action: Approve.

- 4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. L)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993 at the request of staff.

- 4497-93 Appeal of the decision of the General Manager, Personnel by Robert Highfill to restrict future employment. (Calendar Item No. 11)

Action: Off calendar.

IN-SERVICE MATTERS (cont.)

- 4512-93 Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (Calendar Item No. 12)

Action: Over to the meeting of May 3, 1993 by Commission action.

- 4527-93 Report on Investigation into allegations by employee organizations of violations of Civil Service Commission Rule 22, Section 22.15 - Unpaid Administrative Leave (Furlough), as requested by the Civil Service Commission at its meetings of March 15 and April 12, 1993. (Calendar Item No. 10)

Report received.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 19, 1993

DISMISSAL OF PERMANENT EMPLOYEE

Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93. (Calendar Item No. 37)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 17, 1993 at Mr. Butler's request.

TERMINATION OF TEMPORARY APPOINTMENT

John Chase, 7378 Tile Setter, 2/E-2, Department of Public Works, Building Repair, 2/15/93. (Calendar Item No. 33)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Approve the separation. Return name to eligible list under waiver of certification as requested by the Department of Public Works. This waiver to remain in effect until submission of proof of a valid Class III or Class C Drivers License.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Dennis Darwin Harsh, 1426 Senior Clerk Typist, 6/CPE-239, District Attorney's Office, 2/19/93. (Calendar Item No. 32)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Off calendar; request for hearing withdrawn.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 29)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 31)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoy, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92. (Calendar Item No. 36)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoy's attorney.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoy's attorney.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of May 3, 1993 at Mr. Otoy's request.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 34)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

Action: Over to the meeting of May 3, 1993 at the request of Local 3.

RESIGNATION - SERVICES UNSATISFACTORY

Rudy H. Uribe, 9102 Transit Car Cleaner, 1/E-7, Public Utilities Commission, San Francisco Municipal Railway, 3/2/93. (Calendar Item No. 35)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Action: Accept the resignation as certified. No restriction on future employment as requested by the Public Utilities Commission.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

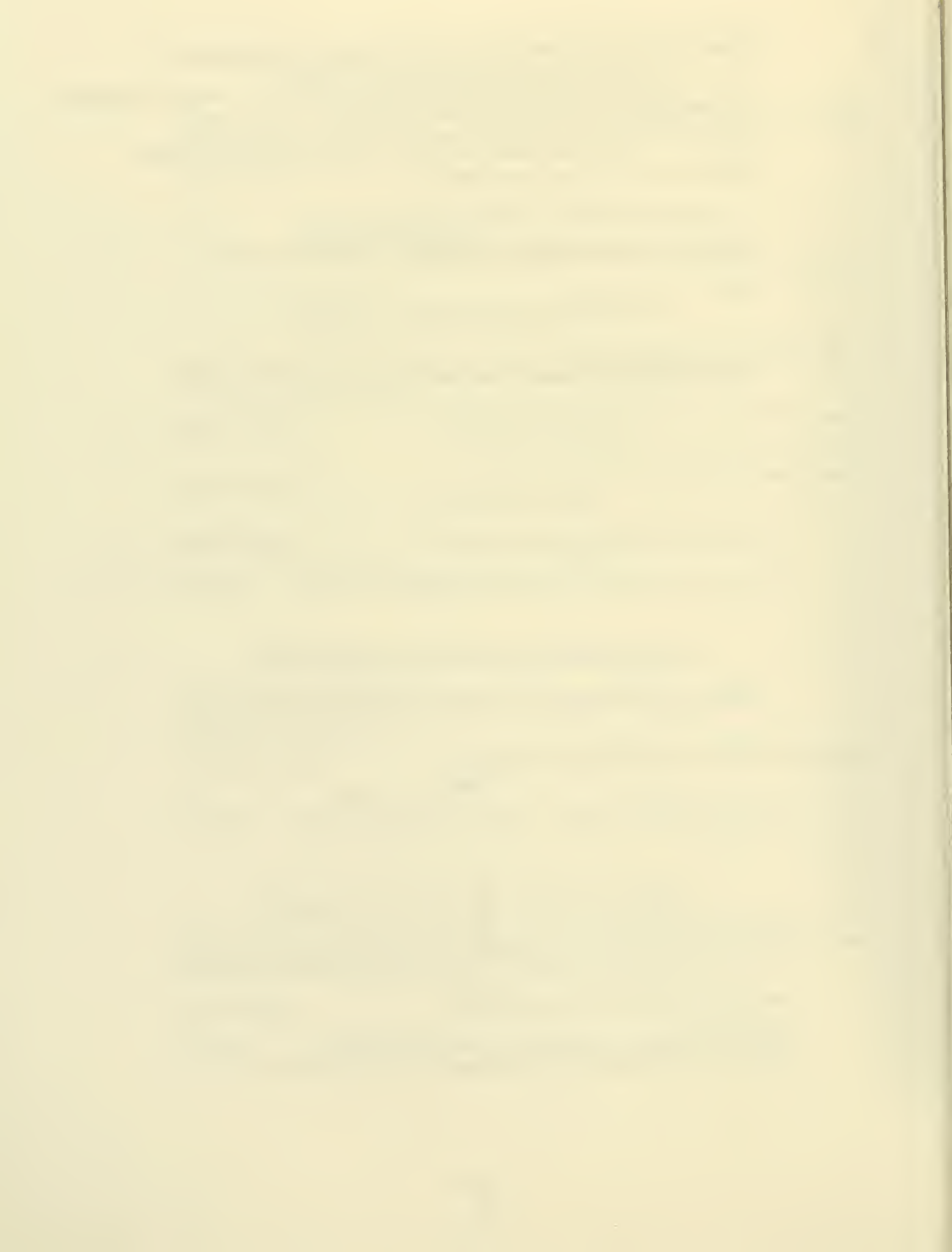
Ricky Williams, 2716 Custodial Assistant Supervisor, 1/CPE-3, Airports Commission, Custodial Service, 2/10/93. (Calendar Item No. 30)

Action: Over to the meeting of May 3, 1993 at Mr. Williams' request.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 38)

None.

ADJOURNMENT. (Calendar Item No. 39)



COMPENSATION MATTERS (cont.)

2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

Action: Over to the meeting of April 5, 1993 by Commission action.

2042-93 Reconsideration of staff denial of a request from the International Association of Bridge, Structural and Ornamental Ironworkers, Local 377, for internal adjustments. (Calendar Item No. 11)

Action: Adopt staff report; deny requests of Gene Vick.

2056-93 Salary adjustments arising out of the Salary Standardization process for Fiscal Year 1993-94. (Calendar Item No. 10)

Action: Adopt staff report; notify and forward to the Board of Supervisors.

EXAMINATION MATTERS

3181-92 Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (Calendar Item No. G)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

February 1, 1993: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

Action: Off calendar; appeal withdrawn.

3198-92 Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (Calendar Item No. 14)

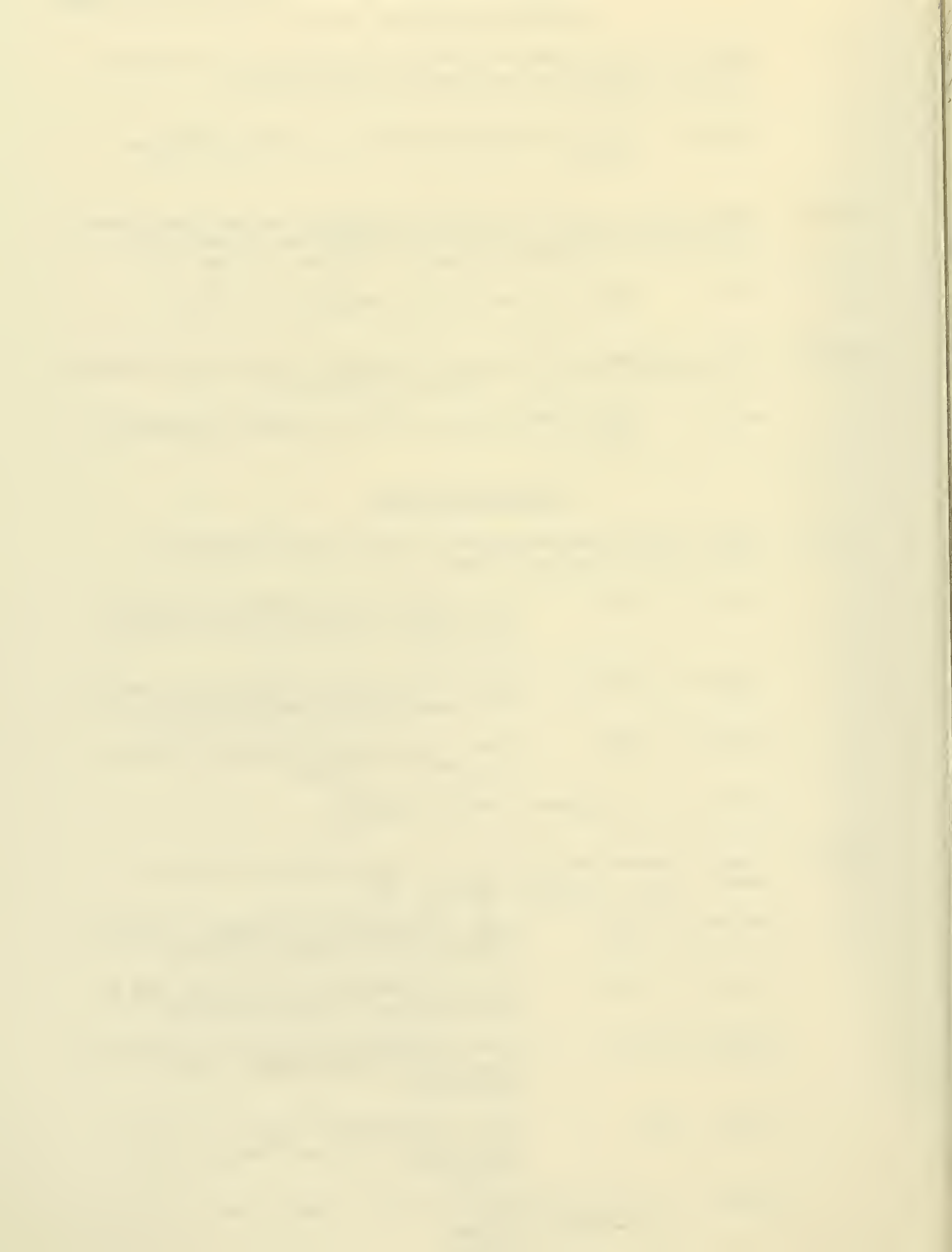
November 2, 1992: Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.

January 4, 1993: Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

Action: Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney.





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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - MAY 3, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Excused: Commissioner Donovan

Commissioner Uyehara presided

MINUTES.

A. Special Meeting of April 12, 1993

B. Regular Meeting of April 19, 1993

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

The Civil Service Commission met in closed session on Monday, May 3, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to consult with its labor relations negotiator and to consider pending litigation in the matter of USA v. Davis, USDC Case Number C84-7089.

Present were Commissioners Uyehara, Mickins, Munson and Rios.

No action was taken. The Commission instructed its labor negotiator.

CLASSIFICATION MATTERS

- 1041-93 Review of request for approval of proposed personal services contract number 600-92/93 between the Airports Commission and the Varitime Systems Corporation. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
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600-92/93	Airport	Varitime Systems Corporation
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April 19, 1993: Contract Number 600-92/93 over to the meeting of May 3, 1993 at the request of Local 21.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1046-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
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687-92/93	Civil Service Commission	Don Harrison (IMA, Inc.)
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688-92/93	Civil Service Commission	Marti Porter Andrews
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689-92/93	Commission on Status of Women	Asian Women's Shelter
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690-92/93	Commission on Status of Women	Donaldina Cameron House
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691-92/93	Commission on Status of Women	Family Violence Prevention Fund
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CLASSIFICATION MATTERS (cont.)

1046-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
692-92/93	Commission on Status of Women	La Casa de las Madres
693-92/93	Commission on Status of Women	Nihonmachi Legal Outreach
694-92/93	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
695-92/93	Commission on Status of Women	S.F. Bar Association- Volunteer Legal Services
696-92/93	Commission on Status of Women	S.F. Neighborhood Legal Assistance Foundation
697-92/93	Commission on Status of Women	St. Vincent de Paul Society/Rosalie House
698-92/93	Commission on Status of Women	WOMAN, Inc.
699-92/93	Controller	Nydell Technical Communications
700-92/93	Controller	Tim Meager & Associates, Inc.
701-92/93	Mayor's Office	S.F. Community Television Corporation
702-92/93	Port	Edgewater Consultants
703-92/93	Public Health	Northeast Medical Services
704-92/93	Public Health	Barnes Clarke Incorporated
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.

CLASSIFICATION MATTERS (cont.)

1046-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
708-92/93	Public Utilities Commission	The Planning Collaborative Commission
709-92/93	Public Works	Moffatt and Nichol, Engineers
710-92/93	Public Works	Rutherford & Chekene/SDE, an Association
711-92/93	Social Services	Hamilton Family Center
712-92/93	Social Services	Innovative Housing
713-92/93	Social Services	Mission Housing Development Corp.
714-92/93	Social Services	The Salvation Army
715-92/93	Social Services	Private Industry Council of S.F., Inc.
716-92/93	Social Services	Travelers Aid S.F. (Family/Childcare Center)
717-92/93	Social Services	Catholic Charities (Guerrero House/Jelani House/Family Resource Center)
718-92/93	Social Services	State of California, Employment Development Department (EDD)
719-92/93	Social Services	Recreation Center for the Handicapped
720-92/93	Social Services	Robert L. Tufel
721-92/93	Social Services	Association for Retarded Citizens (ARC)
722-92/93	Social Services	Geneva Social Development Center

CLASSIFICATION MATTERS (cont.)

1046-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
723-92/93	Social Services	University of California/Early Parenting Project
724-92/93	Social Services	Geri Brooks
725-92/93	Social Services	Larkin Street Youth Center
726-92/93	Public Works	R.H. and Associates
Action:	<ol style="list-style-type: none"> 1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health. 2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action. 3. Contract 710-92/93 approved (Vote of 3 to 1: Commissioner Rios dissents). 4. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser. 	

1047-93 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	9976 Community Relations Specialist (Sch. 51.2 \$1120B1355)	9977 Parent and Community Involvement Specialist (Sch. 54.0 \$1279B1550) Amended class specification as detailed in the staff report.
Controller	1	1655 Systems Accountant (Sch. 61.0 \$1791B2178)	Same
	1	1659 Chief Systems Accountant (Sch. 66.5 \$2342B2847)	Same

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1048-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Sheriff	29	8304 Deputy Sheriff	Same
		1 8274 Police Cadet	Same
PUC/Water	1	1468 Water Services Clerk	Same
Airport	1	5212 Principal Engineer	Same
	1	5266 Architectural Associate II	Same
	8	9202 Communications Dispatcher	Same
	2	9203 Senior Communications Dispatcher	Same
	13	9209 Police Service Aide	Same

Action: Adopt staff report.

1234-92 Classification of a position in the San Francisco Unified School District. (Calendar Item No. 10)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 \$1463B1773) Analyst	1823 Senior Administrative (Sch. 61.5 \$1835B2230)

November 16, 1992: 1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

CLASSIFICATION MATTERS (cont.)

1234-92
(cont.)

- January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.
- February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.
- March 15, 1993: Over to the meeting of April 19, 1993 by Commission action.
- April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 21. Special Order of Business at 2:30 p.m.
- Action: Adopt staff report. (Vote of 3 to 0: Commissioner Uyehara excused from voting on this matter by vote of the Commission in accordance with Charter Section 3.500).

COMPENSATION MATTERS

2041-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. E)

- March 15, 1993: Over to the meeting of April 5, 1993 by Commission action.
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Item related to Arthur I. Laursen, Public Utilities Commission, over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.
- Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2066-93 Appeal of denial of assault pay request from the Department of Public Health for Elizabeth Ouligian, Class 2320 Registered Nurse. (Calendar Item No. 6)

- April 19, 1993: Over to the meeting of May 3, 1993.
- Action: Adopt staff report; deny appeal. (Vote of 3 to 1: Commissioner Rios dissents).

COMPENSATION MATTERS (cont.)

2075-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. F)

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2090-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. G)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2095-93 Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1993-94. (Calendar Item No. I)

Action: Adopt staff report; forward to the Board of Supervisors.

2096-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. H)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Daryl Chang 7410 Automotive Service Worker	Airport	5	5
Larry Horn 9222 Airport Operations Coordinator	Airport	2	2
Teri Rueb 3541 Curator I	Airport	3	3
Gemma Pasto 8330 Director Log Cabin	Juvenile Probation	3	3
Paul Chew 1807 Management Information System I	S.F. Unified School District	5	5

COMPENSATION MATTERS (cont.)

2096-93
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Mark Mosley 8178 Senior Attorney	City Attorney	3	3

Action: Adopt staff report.

EXAMINATION MATTERS

3029-93 Request to issue Classes 8308 Sheriff's Sergeant and 8310 Sheriff's Lieutenant examination announcement on a "Promotive Only" basis. (Calendar Item No. O)

Action: Approve request for promotive only examinations; issue examination announcements for Classes 8308 and 8310 as Promotive Only; limit eligibility to Sheriff's Department employees.

3520-93 Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (Calendar Item No. 12A)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Johnston's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

Action: Reject staff report. Grant appeal of Sean A. Johnston. (Vote of 3 to 1: Commissioner Munson dissents).

3524-93 Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (Calendar Item No. 12)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Bross's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993. The San Francisco Fire Department to attempt to further corroborate its rejection.

Action: Adopt staff report. Deny appeal of Christopher M. Bross; sustain the decision of the Chief of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (Calendar Item No. Q)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

Action: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

3769-92 Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver. (Calendar Item No. 7)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

Action: Over to the meeting of May 17, 1993 at the request of the appellant's attorney.

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. K)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

Action: Over to the meeting of June 7, 1993 at the request of staff.

4512-93 Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (Calendar Item No. P)

April 19, 1993: Over to the meeting of May 3, 1993 by Commission action.

Action: Over to the meeting of June 7, 1993 at the joint request of the Civil Service Commission and Ms. Gorbatenko's attorney.

IN-SERVICE MATTERS (cont.)

- 4513-93 Approval of departmental affirmative action plans for the Department of City Planning and the District Attorney's Office.
(Calendar Item No. M)

Action: Approve the departmental affirmative action plans for the Department of City Planning and the District Attorney's Office.

- 4554-93 Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (Calendar Item No. 8)

Action: Over to the meeting of May 17, 1993 at the request of Local 790.

- 4567-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. L)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4568-93 Appointment of Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (Calendar Item No. N)

Action: Adopt staff report.

- 4589-93 Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal.
(Calendar Item No. 9)

Action: Over to the meeting of May 17, 1993 at the request of staff.

IN-SERVICE MATTERS (cont.)

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. J)

December 14, 1992: Adopt as amended. (Vote of 4 to 1: Commissioner Mickins dissents.)

1. The Civil Service Commission has offered to meet and confer on amendments to Rule 22 to provide for unpaid furloughs for employees of the City and County of San Francisco and the San Francisco Community College District and the San Francisco Unified School District. The largest City employee organization, SEIU Locals 250, 535, and 790 refused to meet and confer regarding an amendment to provide for mandatory furloughs, asserting that such amendments are barred by the Charter and its Memorandum of Understanding (MOU). Accordingly, the Commission finds that SEIU, on behalf of its members has waived meet and confer. The Commission further finds no merit to SEIU's assertions, and no bar to the Commission's exercise of its Charter authority and management prerogative to promulgate rules permitting departments to utilize mandatory furloughs as a mechanism of relieving employees from duties through temporary layoffs, without the disruption that could be caused through utilization of the "bumping" provisions of Rule 32. (Vote of 3 to 2: Commissioners Mickins and Rios dissent.)
2. As of today, meet and confer has been completed with all City employee representatives that participated in meet and confer except: Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, Local 200, Local 250-A and San Francisco Association of Personnel Professionals. These nine (9) employee organizations have completed meet and confer, as well as mediation. The amendments adopted today in large part incorporate the changes suggested by the mediator in his December 10, 1992 report. Some or all of the nine (9) employee organizations which have completed mediation may accept the Commission's offer to participate in factfinding. Until the completion of factfinding, or until factfinding is waived, the amendments to Rule 22 adopted

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

today shall not apply to employees in units represented by these employees groups. Further, the Commission will consider any additional recommendations of the factfinder, and if appropriate, may adopt further changes to the Rule 22 amendments. (Vote of 5 to 0.)

3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)
4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)
5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encouraging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)
6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

March 15, 1993:

1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals. (Vote of 4 to 1: Commissioner Mickens dissents.)
2. Post an amendment to Civil Service Commission Rule 22 to include:

IN-SERVICE MATTERS (cont.)

6461-92
(cont.)

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

April 5, 1993: Meeting cancelled due to lack of a quorum.

- April 12, 1993:
1. Request that the Public Utilities Commission delay implementation of Unpaid Administrative Leave (Furlough) imposed on employees represented by Local 1305 scheduled to be effective starting April 15, 1993.
 2. Direct staff to investigate alleged violations by Public Utilities Commission reported by Mike Cook, Local 1305, for report at the Civil Service Commission meeting of April 19, 1993.

- Action:
1. Approve the application of the furlough rule to employees represented by Locals 200 and 250-A (Vote of 3 to 1: Commissioner Mickins dissents).
 2. The General Manager of the Public Utilities Commission to consult with the City Attorney prior to imposing furlough to employees represented by Locals 200 and 250-A.

GENERAL MANAGER'S REPORT. (Calendar Item No. 21)

- A. Status of Fiscal Year 1993-94 Civil Service Commission Budget Request.

Report received. The General Manager, Personnel directed to pursue a fully funded budget as submitted to the Mayor on February 1, 1993.

- B. Other Matters.

None.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 3, 1993

SEPARATIONS FROM THE SERVICE

RESIGNATION - SERVICES UNSATISFACTORY

Kim Y. Hang, 1220 Payroll Clerk, 19/E-8, San Francisco Unified School District, 3/27/93. (Calendar Item No. 19)

Action: Off calendar. Appeal withdrawn.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 14)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

Action: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93. (Calendar Item No. 17)

Action: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoyá, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.
(Calendar Item No. 20)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoyá's attorney.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoyá's attorney.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Mr. Otoyá's request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 18)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

Action: Over to the meeting of May 17, 1993 due to department's failure to attend.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.
(Calendar Item No. 16)

Action: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Ricky Williams, 2716 Custodial Assistant Supervisor, 1/CPE-3,
Airports Commission, Custodial Service, 2/10/93.
(Calendar Item No. 15)

April 19, 1993: Over to the meeting of May 3, 1993 at Mr.
Williams' request.

Action: Approve the separation. Reinstate to a position in the
class from which promoted (Class 2708 Custodian).

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 22)

None.

ADJOURNMENT. (Calendar Item No. 23)

From Commissioner Juan Rios:

In memory of Cesar Chavez who died on April 23, 1993 in Arizona. Cesar Chavez was a great labor and civil rights leader. As a union leader in the 1960's and 1970's he was able to touch the consciousness of many Americans through the use of strikes, boycotts and the mass media. With his Gandhian non-violence and uncompromising love for the poor, he staged repeated boycotts and health threatening fasts to fight union-busting laws and the overuse of pesticides that had an affect on farm workers. Cesar Chavez was a friend to all, and a great humanitarian.



CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

SPECIAL MEETING - MAY 25, 1993

PART I - 3 p.m.

DOCUMENTS
JUN 9 1993
SAN FRANCISCO
PUBLIC LIBRARY

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Uyehara

Excused: Commissioner Munson
Commissioner Rios

Commissioner Donovan presided

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 MIN (10) BOX 41

MINUTES:

Regular Meeting of May 3, 1993.

Action: Approve as amended to reflect Commissioner Uyehara's dissent on Item 20 (page 17 of the Minutes).

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A. The Civil Service Commission met in closed session on Tuesday, May 25, 1993 at 1:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues and to confer with the City Attorney regarding pending litigation in the matter of Wong et al. v. City and County of San Francisco (Superior Court Number 951-197).

Present were Commissioners Donovan, Mickins and Uyehara.

1. The Commission directed the City Attorney not to appeal the decision of the Superior Court in the matter of Wong et al. v. the City and County of San Francisco (Superior Court Number 951-197).
 2. The Commission instructed its labor negotiator.
- B. Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

CLASSIFICATION MATTERS

- 1046-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
699-92/93	Controller	Nydell Technical Communications
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.
May 3, 1993:	1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.	
	2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.	
May 17, 1993:	Meeting cancelled due to lack of a quorum.	

CLASSIFICATION MATTERS (cont.)

1046-93
(cont.)

Action:

1. Contract 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.
2. Contract Numbers 705-92/93, 706-92/93 and 707-92/93 over to the meeting of June 7, 1993 at the request of the Department of Public Health.

1051-93

Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

NUMBER

DEPARTMENT

CONTRACTOR

727-92/93

Airport

DuDell Associates,
Inc.

728-92/93

CAO

**Ross Drulis &
Assoc./Hood-Miller
Assoc., A Joint
Venture**

729-92/93

City Attorney

Golden Gate
University, New
College of
California,
University of San
Francisco,
University of
California Berkeley
Boalt Hall

730-92/93

Commission on Status
of Women

WOMAN, Inc.

731-92/93

Controller

Main Consulting

732-92/93

Controller

Melotech, Inc.

733-92/93

District Attorney

Mike Noonan

734-92/93

District Attorney

Informatix, Inc.

735-92/93

Mayor's Office

Career Resources
Development Center

736-92/93

Mayor's Office

Bernal Gang
Prevention/Youth
Outreach Program

CLASSIFICATION MATTERS (cont.)

1051-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
737-92/93	Port	Sedway & Associates
738-92/93	Port	To Be Determined
739-92/93	Public Utilities Commission	Hooper, Hooper, Owen & Gould
740-92/93	Public Utilities Commission	Manna Consultants, Inc.
741-92/93	Public Utilities Commission	Ronald Yoshiyama
742-92/93	Public Works	BWF Consulting Engineers
743-92/93	Public Works	DPAS
744-92/93	Social Services	International Institute
745-92/93	Social Services	Audrey L. Smith Development Center, Inc.
746-92/93	Public Health	Bayview-Hunter's Point Foundation/American Indian AIDS Institute
747-92/93	Public Health	California Pacific Medical Center/Operation Concern
748-92/93	Public Health	California Prostitute Education Project (CAL-PEP)
749-92/93	Public Health	Central City Hospitality House
750-92/93	Public Health	Community United Against Violence (CUAV)
751-92/93	Public Health	18th Street Services
752-92/93	Public Health	Gay Asian Pacific Alliance Community HIV Project (GCHP)

CLASSIFICATION MATTERS (cont.)

1051-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
753-92/93	Public Health	Glide Foundation
754-92/93	Public Health	Hispanic Headquarters Advertising
755-92/93	Public Health	Japanese Community Youth Council (JCYC)
756-92/93	Public Health	National Task Force on AIDS Prevention
757-92/93	Public Health	Planned Parenthood of Alameda/S.F.
758-92/93	Public Health	Polaris Research and Development
759-92/93	Public Health	S.F. Network Ministries/Tenderloin AIDS Resource Center
760-92/93	Public Health	San Francisco AIDS Foundation
761-92/93	Public Health	Regents of the University of California/AIDS Health Project
762-92/93	Public Health	Chronic Fatigue Immune Dysfunction Syndrome Foundation
763-92/93	Public Health	Genisys Decision Corporation
764-92/93	Public Health	Keye Productivity Center

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARIES ARE FROM
THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
765-92/93	Public Health	Audrey L. Smith Developmental Center, Inc.

CLASSIFICATION MATTERS (cont.)

1051-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
766-92/93	Public Health	Bayview Hunter's Point Foundation
767-92/93	Public Health	California Medivan dba MV Transportation
768-92/93	Public Health	Catholic Charities of San Francisco
769-92/93	Public Health	Episcopal Community Services
770-92/93	Public Health	Instituto Familiar de la Raza

May 17, 1993: Meeting cancelled due to lack of a quorum.

- Action:
1. Contracts Number 731-92/93 and 732-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.
 2. Contracts Number 733-92/93 and 734-92/93 over to the meeting of June 7, 1993 at the request of the District Attorney's Office.
 3. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

EXAMINATION MATTERS

3062-93 Appeal of the staff's decision to reject the application of Robert Alan Mansfield for the position of Class 1426 Senior Clerk Typist. (Calendar Item No. 9)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report. Deny appeal of Robert Alan Mansfield. (Mr. Mansfield failed to appear)

3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (Calendar Item No. G)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

EXAMINATION MATTERS (cont.)

3536-93
(cont.)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

May 17, 1993: Meeting cancelled due to lack of quorum.

Action: Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.

3769-92

Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver.
(Calendar Item No. 8)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the appellant's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: 1. Adopt staff report; deny appeal of Mohamed M. Dastghaib.

2. Staff directed to review the procedures related to administration of performance-type tests.

IN-SERVICE MATTERS

4554-93

Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (Calendar Item No. 6)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Local 790.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 790.

IN-SERVICE MATTERS (cont.)

- 4589-93 Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal.
(Calendar Item No. 7)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of staff.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 3.

- 4636-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. E)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- 4644-93 Request for temporary exempt status for Elections Workers in the Office of the Registrar of Voters. (Calendar Item No. C)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; approve request to grant temporary exempt status to elections workers in the Office of the Registrar of Voters for the period from July 1, 1993 through June 30, 1994.

- 4645-93 Request for continuation of temporary exempt status for Class P-103 Special Duty (Per Diem) Nurse. (Calendar Item No. D)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

IN-SERVICE MATTERS (cont.)

4646-93 Request from the Adult Probation Department to backdate limited tenure appointment in Class 8434 Supervising Adult Probation Officer. (Calendar Item No. F)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

6461-92 Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (Calendar Item No. H)

May 17, 1993: Meeting cancelled due to lack of a quorum.

March 15, 1993: Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

Action: Adopt.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - MAY 25, 1993

PART II - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Rosa Armas, 4321 Cashier II, 17/CPE-2, Department of Parking and Traffic, Residential Parking, 4/22/93. (Calendar Item No. 16)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity/Affirmative Action Unit.

DISMISSAL OF PERMANENT EMPLOYEE

Noy Avila, 9163 Transit Operator, 21/E-115, Public Utilities Commission, San Francisco Municipal Railway, 2/26/93.
(Calendar Item No. 19)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93. (Calendar Item No. 18)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at Mr. Butler's request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program. Not to be employed again by the Department of Public Works.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 11)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

May 3, 1993: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Ms. Hawkins' representative.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 12)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93.
(Calendar Item No. 14)

May 3, 1993: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 535.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 17)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

May 3, 1993: Over to the meeting of May 17, 1993 due to department's failure to attend.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Local 3.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.
(Calendar Item No. 13)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at the request of Mr. Smith's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93. (Calendar Item No. 15)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of June 7, 1993 at Mr. Wolridge's request.

GENERAL MANAGER'S REPORT. (Calendar Item No. 20)

None.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 21)

None.

ADJOURNMENT. (Calendar Item No. 22)

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DISMISSAL OF PERMANENT EMPLOYEE

Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.
(Calendar Item No. 20)

- March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.
- March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Over to the meeting of May 3, 1993 at Mr. Otoya's request.
- Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission. (Vote of 3 to 1: Commissioner Uyehara dissents)

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 18)

- March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.
- April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.
- Action: Over to the meeting of May 17, 1993 due to department's failure to attend.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.
(Calendar Item No. 16)

- Action: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.





CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

MAY 25, 1993

ROOM 52A (BASEMENT) CITY HALL

2:30 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Uyehara

Excused: Commissioner Munson
Commissioner Rios

Commissioner Donovan presided

IN-SERVICE MATTERS

4695-93 Status of Civil Service Commission Budget Request, Fiscal Year
1993-94. (Calendar Item No. 1)

Action: Report presented. The Commission directed that a letter
be sent to the Mayor from the Commission regarding the
Civil Service Commission 1993-94 Budget Request.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary





THE
JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

Volume 100
Part 1
1970

Published by the
Royal Anthropological Institute of Great Britain and Ireland

Editor
Prof. C. L. Huxley
Editorial Board
Prof. J. H. Huxley
Prof. R. S. Huxley
Prof. A. J. Huxley

Editorial Office
The Royal Anthropological Institute
21, BEDFORD SQUARE, LONDON, W.C.1

Subscription prices (including postage) for 1970: £12.00 (UK), £14.00 (overseas)

Single copies: 50p (UK), 60p (overseas)





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CITY AND COUNTY OF SAN FRANCISCO
// CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - JUNE 7, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

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Commissioner Donovan presided

MINUTES.

Regular Meeting of May 25, 1993.

Action: Approve.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A. Cancellation of July 5, 1993 meeting.

Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

- B. The Civil Service Commission met in closed session on Monday, June 7, 1993 at 1:15 p.m. in Room 154C City Hall pursuant to Sections 54957.6, 54956.9 and 54957 of the Government Code of the State of California regarding labor relations, potential litigation and a personnel issue.

Present were Commissioners Donovan, Uyehara, Mickins, Munson and Rios.

1. The Commission instructed its labor negotiator.
2. The Commission consulted with the City Attorney in the matter involving potential litigation and the personnel item.

ELECTION OF OFFICERS.

Commissioner Emi Uyehara elected President; Commissioner Juan Rios elected Vice President for terms of office expiring May 31, 1994.

CLASSIFICATION MATTERS

- 1041-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
609-92/93	Juvenile Probation	Bayview Hunter's Point Foundation
618-92/93	Juvenile Probation	Real Alternatives Program
April 19, 1993:	Contracts Numbers 609 and 618-92/93 off calendar at the request of the Juvenile Probation Department.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

CLASSIFICATION MATTERS (cont.)

1046-93 Review of requests for approval of proposed personal services contracts.
(Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
699-92/93	Controller	Nydell Technical Communications
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.

May 3, 1993: 1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.

2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: 1. Contract Number 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contract Numbers 705-92/93, 706-92/93 and 707-92/93 over to the meeting of June 7, 1993 at the request of the Department of Public Health.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1051-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. C)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
731-92/93	Controller	Main Consulting
732-92/93	Controller	Melotech, Inc.
733-92/93	District Attorney	Mike Noonan
734-92/93	District Attorney	Informatix, Inc.

CLASSIFICATION MATTERS (cont.)

1051-93
(cont.)

- May 17, 1993: Meeting cancelled due to lack of a quorum.
- May 25, 1993: 1. Contracts Number 731-92/93 and 732-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.
2. Contracts Number 733-92/93 and 734-92/93 over to the meeting of June 7, 1993 at the request of the District Attorney's Office.
- Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1060-93 Review of requests for approval of proposed personal services contracts, Commission on the Aging. (Calendar Item No. D)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
771-92/93	Commission on the Aging	Asian Law Caucus
772-92/93	Commission on the Aging	Bayview Hunters Point Multipurpose Center
773-92/93	Commission on the Aging	Bernal Heights Community Foundation
774-92/93	Commission on the Aging	CPMC 30th Street Center
775-92/93	Commission on the Aging	Catholic Charities
776-92/93	Commission on the Aging	Centro Latino De San Francisco, Inc.
777-92/93	Commission on the Aging	Church of the Advent
778-92/93	Commission on the Aging	Episcopal Community Service-Canon Kip
779-92/93	Commission on the Aging	Family Service Agency
780-92/93	Commission on the Aging	Filipino American Council
781-92/93	Commission on the Aging	Golden Gate Senior Services

CLASSIFICATION MATTERS (cont.)

1060-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
782-92/93	Commission on the Aging	Independent Housing Services
783-92/93	Commission on the Aging	In-Home Supportive Services Consortium (IHSS)
784-92/93	Commission on the Aging	John King Senior Center
785-92/93	Commission on the Aging	Korean Center, Inc.
786-92/93	Commission on the Aging	Kimochi, Inc.
787-92/93	Commission on the Aging	Legal Assistance to the Elderly
788-92/93	Commission on the Aging	Meals on Wheels
789-92/93	Commission on the Aging	Mission Community Legal Defense, Inc.
790-92/93	Commission on the Aging	Mission Neighborhood Centers, Inc.
791-92/93	Commission on the Aging	North of Market Senior Services
792-92/93	Commission on the Aging	Northern California Presbyterian Homes (NCPH)
793-92/93	Commission on the Aging	Operation Concern
794-92/93	Commission on the Aging	Reality House West
795-92/93	Commission on the Aging	Russian American Community Services
796-92/93	Commission on the Aging	The Salvation Army
797-92/93	Commission on the Aging	S.F. Institute on Aging
798-92/93	Commission on the Aging	S.F. Senior Center-Downtown Branch

CLASSIFICATION MATTERS (cont.)

1060-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
799-92/93	Commission on the Aging	S.F. Suicide Prevention, Inc.
800-92/93	Commission on the Aging	Self-Help for the Elderly
801-92/93	Commission on the Aging	United Jewish Community Center
802-92/93	Commission on the Aging	The United Way Adult Day Health Care Network
803-92/93	Commission on the Aging	Visitation Valley Community Center
804-92/93	Commission on the Aging	Western Addition Senior Citizens Service Center
805-92/93	Commission on the Aging	Y.M.C.A. of San Francisco
806-92/93	Commission on the Aging	CPMC Senior Services
807-92/93	Commission on the Aging	Centro Latino De San Francisco
808-92/93	Commission on the Aging	Church of the Advent
809-92/93	Commission on the Aging	Filipino-American Council of S.F.
810-92/93	Commission on the Aging	Korean Center, Inc.
811-92/93	Commission on the Aging	Meals on Wheels of San Francisco, Inc.
812-92/93	Commission on the Aging	Northern California Presbyterian Homes
813-92/93	Commission on the Aging	Russian American Community Services
814-92/93	Commission on the Aging	Salvation Army
815-92/93	Commission on the Aging	Self-Help for the Elderly

CLASSIFICATION MATTERS (cont.)

1060-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
816-92/93	Commission on the Aging	United Jewish Community Center
817-92/93	Commission on the Aging	Western Addition Senior Citizens Service Center
818-92/93(A)	Commission on the Aging	Teresa Doksum
818-92/93(B)	Commission on the Aging	Kimochi, Inc.
Action:	<ol style="list-style-type: none">1. Contracts Number 792-92/93 and 799-92/93 off calendar at the request of the Commission on the Aging.2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.	

1061-93 Review of requests for approval of proposed personal services contracts, Department of Public Health. (Calendar Item No. E)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
819-92/93	Public Health	AIDS Benefit Counselors
820-92/93	Public Health	Black Coalition on AIDS
821-92/93	Public Health	California Pacific Medical Center/ Visiting Nurses and Hospice of S.F.
822-92/93	Public Health	Catholic Charities of San Francisco
823-92/93	Public Health	Mission Neighborhood Health Center
824-92/93	Public Health	National Task Force on AIDS Prevention (EACH Program)
825-92/93	Public Health	Project Open Hand

CLASSIFICATION MATTERS (cont.)

1061-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	826-92/93	Public Health	Regents of the University of California/AIDS Health Project
	827-92/93	Public Health	S.F. AIDS Foundation
	828-92/93	Public Health	S.F. AIDS Foundation
	829-92/93	Public Health	Margo Okazawa-Rey, Ed.D.
	830-92/93	Public Health	Shanti Project
	831-92/93	Public Health	Capital Inventory, Inc.
	832-92/93	Public Health	Continuum: HIV Day Services
	833-92/93	Public Health	Baker Places, Inc.
	834-92/93	Public Health	Haight Ashbury Free Clinics, Inc.
	835-92/93	Public Health	Iris Center: Women's Counseling and Recovery Services
	836-92/93	Public Health	Professional Management Development Corporation
	837-92/93	Public Health	The Salvation Army, A California Corp.
	838-92/93	Public Health	University of California/Program for AIDS Counseling & Education
	839-92/93	Public Health	Walden House, Inc.

CLASSIFICATION MATTERS (cont.)

1061-93
(cont.)

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE
DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
840-92/93	Public Health	Arriba Juntos/Instituto for the Arts of Living
841-92/93	Public Health	Baker Places, Inc.
842-92/93	Public Health	California Pacific Medical Center
843-92/93	Public Health	Conard House, Inc.
844-92/93	Public Health	Crestwood Hospitals, Inc.
845-92/93	Public Health	Edgewood Children's Center
846-92/93	Public Health	Family Service Agency of S.F.
847-92/93	Public Health	Harbor Hills
848-92/93	Public Health	MSC Psychiatric Services Corp.
849-92/93	Public Health	Mental Health Management I, Inc.
850-92/93	Public Health	North of Market Senior Services
851-92/93	Public Health	Oakes Children's Center, Inc.
852-92/93	Public Health	Patients Rights Advocacy Services, Inc.
853-92/93	Public Health	Progress Foundation
854-92/93	Public Health	Ramsell Corporation

CLASSIFICATION MATTERS (cont.)

1061-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
855-92/93	Public Health	Recreation Center for the Handicapped, Inc.
856-92/93	Public Health	Regents of the University of California - Center on Deafness
857-92/93	Public Health	Regents of the University of California - Department of Psychiatry (SFGH)
858-92/93	Public Health	Regents of the University of California - Langley Porter Hospital
859-92/93	Public Health	Richmond Area Multi-Services, Inc.
860-92/93	Public Health	St. Francis Memorial Hospital
861-92/93	Public Health	St. Mary's Hospital & Medical Center
862-92/93	Public Health	St. Mary Pharmacy Management Services
863-92/93	Public Health	S.F. Drug Abuse Advisory Board, Inc.
864-92/93	Public Health	S.F. Mental Health Education Funds, Inc.
865-92/93	Public Health	S.F. Mental Health Education Funds, Inc.
866-92/93	Public Health	S.F. Suicide Prevention, Inc.

CLASSIFICATION MATTERS (cont.)

1061-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	867-92/93	Public Health	San Jose Care & Guidance Center - Beverly California Corporation
	868-92/93	Public Health	County of San Mateo, Division of Mental Health Services
	869-92/93	Public Health	Swords to Plowshares
	870-92/93	Public Health	Volunteer Center of San Francisco
	871-92/93	Public Health	Westside Community Mental Health Center, Inc.
	872-92/93	Public Health	Baker Places, Inc.
	873-92/93	Public Health	Bay Area Addiction, Research and Treatment, Inc.
	874-92/93	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
	875-92/93	Public Health	Chemical Awareness & Treatment Services, Inc.
	876-92/93	Public Health	Friendship House Association of American Indians, Inc.
	877-92/93	Public Health	Haight Ashbury Free Clinics, Inc.
	878-92/93	Public Health	St. Vincent de Paul Society of S.F.
	879-92/93	Public Health	The Salvation Army, A California Corp.
	880-92/93	Public Health	Westside Community Mental Health Center, Inc.

CLASSIFICATION MATTERS (cont.)

1061-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
881-92/93	Public Health	Women's Alcoholism Center, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. (Vote of 4 to 1: Commissioner Donovan dissents).

1062-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. F)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
882-92/93	Controller	Akire Corporation
883-92/93	Controller	Owens Information Systems, Inc.
884-92/93	Controller	Trident Services
885-92/93	Convention Facilities	S.F. Convention & Visitors Bureau
886-92/93	Convention Facilities	Wallace Mah & Louie
887-92/93	County Clerk/Recorder	Brown's River Bindery, Inc.
888-92/93	Juvenile Probation	Law Enforcement Psychological Services
889-92/93	Juvenile Probation	Potrero Hill Neighborhood House
890-92/93	Mayor's Office	California Lawyers for the Arts
891-92/93	Mayor's Office	Bay Area Urban League
892-92/93	Mayor's Office	Polaris Research & Development
893-92/93	Police	Tiburon, Inc.
894-92/93	Police	Wayne Papy
895-92/93	Port	Dowd Relations

CLASSIFICATION MATTERS (cont.)

1062-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
896-92/93	Port	Smith, Dawson & Andrews
897-92/93	Port	Grand World Shipping Agencies, Inc. (Taipei)
898-92/93	Port	Masahiko Iwashita (Tokyo)
899-92/93	Port	Trade Reps Ltd. (Chicago)
900-92/93	Port	Journal of Commerce (JOC)
901-92/93	Port	Trade Reporting and Data Exchange, Inc. (TRADE)
902-92/93	Port	Winzler & Kelley/AGS, A Joint Venture
903-92/93	Public Works	Technical Design Studio
904-92/93	Public Works	Suzanne Couture
905-92/93	Public Works	Mori Hatsushi & Assoc.
906-92/93	Public Works	Reed Corp.
907-92/93	S.F. Community College District	James Chin
908-92/93	Social Services	Central City Hospitality House
909-92/93	Social Services	S.F. Unified School District
910-92/93	Social Services	Family Support Services of the Bay Area

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1065-93 Classification of positions in various City departments.
(Calendar Item No. G)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Social Services	4	A627 Income Maintenance Specialist (Sch. 56.5 \$1443B1748)	2913 Program Specialist (Sch. 57.5 \$1513B1835)
Public Health/ Central Office	1	1824 Principal Administrative Analyst (Sch. 64.7 \$2145B2607)	Same
	1	1866 Systems & Procedures Analyst (Sch. 65.7 \$2252B2737)	1823 Senior Administrative Analyst (Sch 61.5 \$1835B2230)
Public Works	1	6334 Chief Building Inspector (Sch. 67.8 \$2496B3035)	Same
	4	A894 Wastewater Control Inspector (Sch. 60.2 \$2094B\$2094)	Establish Class 6115 Wastewater Control Inspector (J, Sch. 60.2 \$1723B2094) Draft class specification as detailed in the staff report.
	1	AA25 Senior Administrative Coordinator (Sch. 63.0 \$1975B2401)	Establish Class 1827 Administrative Services Manager (J, Sch. 61.5 \$1835B2230) Draft class specification as detailed in the staff report.

<u>Department</u>	<u>Consolidate Subject Classes</u>
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Public Works	5178 Assistant Superintendent, Property Conservation (Sch. 69.0 \$2647B3217)
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CLASSIFICATION MATTERS (cont.)

1065-93
(cont.)

<u>Department</u>	<u>Consolidate Subject Classes</u>
Public Works (cont.)	5179 Assistant Superintendent, Building Inspection Administration (Sch. 69.0 \$2647B3217)

Recommendations

1. Consolidate the duties of Class 5179 Assistant Superintendent, Building Inspection Administration (Sch. 69.0 \$2647B3217) with Class 5178 Assistant Superintendent, Property Conservation (Sch. 69.0 \$2647B3217).
2. Allocate two positions in Class 5178 to Class 5179.
3. Classify 5 positions to Class 5179.
4. Retitle and amend the class specification for Class 5179 from Assistant Superintendent, Building Inspection Administration to Assistant Superintendent, Building Inspection. (Draft class specification as detailed in the staff report).
5. Grant status in Class 5179 Assistant Superintendent, Building Inspection to permanent incumbents in Class 5178 Assistant Superintendent, Property Conservation.
6. Grant rights to eligibles on the following lists for certification to requisitions in Class 5179:

5178 Assistant Superintendent, Property Conservation

#CPE-2 (A. Property Conservation)
#CPE-3 (B. Permit Processing and Issuance)

5179 Assistant Superintendent, Building Inspection Administration

#CPE-3 (A. Construction Inspection)
#CPE-4 (B. Mechanical Inspection)
#CPE-5 (C. Management & Fiscal Administration)
7. Abolish Class 5178 Assistant Superintendent, Property Conservation.

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATIONS:

A023 Records Manager

A894 Wastewater Control Inspector

1825 Management Analyst

AA25 Senior Administrative Coordinator

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1070-93 Authorization for a flexible policy on temporary exchanges ("TXing") of budgeted positions. (Calendar Item No. 12)

Action: Adopt staff report; authorize the General Manager, Personnel to formalize a temporary exchange policy ("TX") that allows departments to use positions in classes other than the ones budgeted, subject to the requirements detailed in the staff report.

COMPENSATION MATTERS

2117-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. 1)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2118-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. H)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Danilo Bantasy 1874 Senior Programmer Analyst	Controller	5	5
William Laws 1841 Rate Administrator	Public Utilities Commission	5	5
Annette Taylor 1444 Secretary I	Public Utilities Commission	3	3
Andrew Maloney 5260 Architectural Assistant I	Public Works	5	5
Lurene Reynolds 2973 Assistant General Manager, Family and Children's Services	Social Services	3	3

Action: Adopt staff report.

COMPENSATION MATTERS (cont.)

2122-93 Report regarding proposed new benchmark of Class 3417 Gardener for Fiscal Year 1993-94. (Calendar Item No. 7)

- Action:
1. Withdraw the proposal for a Class 3417 Gardener Benchmark for the Fiscal Year 1993-94 Salary Survey.
 2. Transmit the Fiscal Year 1993-94 Salary Survey to the Board of Supervisors for affected classes based on the current benchmark assignments.
 3. Continue to meet and confer with employee organizations to either adopt a new benchmark or internally adjust rates of pay for affected classes for Fiscal Year 1994-95.

2123-93 Report regarding proposed new benchmark of Class 6331 Building Inspector for Fiscal Year 1993-94. (Calendar Item No. 8)

- Action:
1. Withdraw the proposal for a Class 6331 Building Inspector Benchmark for the Fiscal Year 1993-94 Salary Survey.
 2. Transmit the Fiscal Year 1993-94 Salary Survey to the Board of Supervisors for affected classes based on the current benchmark assignments.
 3. Continue to meet and confer with employee organizations to either adopt a new benchmark or internally adopt rates of pay for affected classes for Fiscal Year 1994-95.

EXAMINATION MATTERS

3137-93 Appeal of background rejection for Class Q2 Police Officer by Elysa B. Lueras. (Calendar Item No. 15)

- Action:
- Adopt staff report; deny appeal of Elysa B. Lueras; sustain the decision of the Chief of Police.
(Ms. Lueras was present at Roll Call; but not in attendance when the matter was called for hearing).

3138-93 Appeal of background rejection for Class Q2 Police Officer by Michael McPartlan. (Calendar Item No. 16)

- Action:
- Adopt staff report; deny appeal of Michael McPartlan; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- 3139-93 Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (Calendar Item No. 18)
- Action: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.
- 3140-93 Appeal of background rejection for Class Q2 Police Officer by Noelle T. Nelson. (Calendar Item No. 17)
- Action: Adopt staff report; deny appeal of Noelle T. Nelson; sustain the decision of the Chief of Police.
- 3536-93 Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (Calendar Item No. 14)
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Over to the meeting of May 3, 1993.
- May 3, 1993: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.
- May 17, 1993: Meeting cancelled due to lack of quorum.
- May 25, 1993: Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.
- Action: Grant appeal of David K. Gordon; find qualified as to background in this examination for Class H2 Firefighter.

IN-SERVICE MATTERS

- 4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. J)
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.
- May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.
- Action: Off calendar pending completion of the meet and confer/consultation process.

IN-SERVICE MATTERS (cont.)

4512-93 Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (Calendar Item No. 11)

April 19, 1993: Over to the meeting of May 3, 1993 by Commission action.

May 3, 1993: Over to the meeting of June 7, 1993 at the joint request of the Civil Service Commission and Ms. Gorbatenko's attorney.

Action: Adopt staff report; deny appeal of Natasha Gorbatenko to backdate seniority in Class 2846. Sustain the decision of the General Manager, Personnel.

4554-93 Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (Calendar Item No. 9)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Local 790.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 790.

Action: Adopt staff report; deny appeal of Diane Jaros.

4589-93 Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (Calendar Item No. 10)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of staff.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 3.

Action: Adopt staff report; deny appeal of Melvin Love for an administrative appeal; sustain the decision of the General Manager, Personnel

IN-SERVICE MATTERS (cont.)

4716-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. K)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 7, 1993

SEPARATIONS FROM THE SERVICE

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 27)

Action: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 20)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

May 3, 1993: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Ms. Hawkins' attorney.

Action: Approve the separation. Reinstate to a position in the class from which promoted (Class 4203 Senior Assessment Clerk).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93. (Calendar Item No. 22)

May 3, 1993: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 535.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' verifiable work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jennifer Quilici, 9209 Airport Police Service Aide, 43/E-2, Airports Commission, 5/14/93. (Calendar Item No. 25)

Action: Over to the meeting of July 19, 1993 at the joint request of Ms. Quilici and the Airports Commission.

RESIGNATION - SERVICES UNSATISFACTORY

Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93. (Calendar Item No. 26)

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

May 3, 1993: Over to the meeting of May 17, 1993 due to department's failure to attend.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Local 3.

Action: Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

APPEAL OF AUTOMATIC RESIGNATION

Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93. (Calendar Item No. 21)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at the request of Mr. Smith's attorney.

Action: Grant appeal. Disapprove Automatic Resignation.
Reinstate to a position in the class and department from which separated.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2, Airports Commission, 4/28/93. (Calendar Item No. 23)

Action: Over to the meeting of June 21, 1993 at the request of the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93. (Calendar Item No. 24)

May 17, 1993: Meeting cancelled due to lack of quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at Mr. Wolridge's request.

Action: Dismiss from the City and County Service. No future employment in any position covered by the civil service system of the City and County of San Francisco.

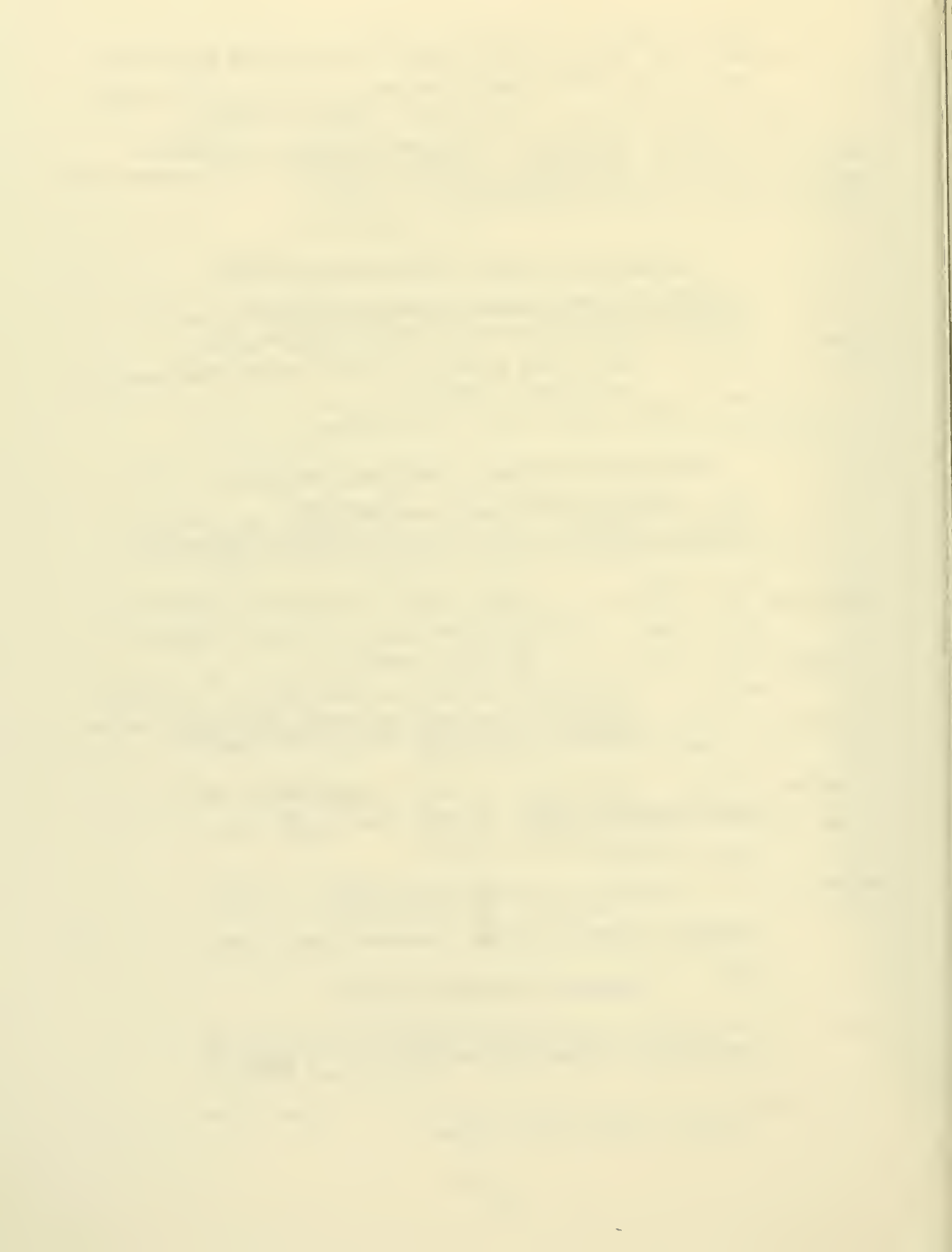
GENERAL MANAGER'S REPORT (Calendar Item No. 28)

Report presented.

INDIVIDUAL'S REQUEST TO SPEAK. (Calendar Item No. 29)

None.

ADJOURNMENT. (Calendar Item No. 30)





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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

SPECIAL MEETING - JUNE 30, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios

Excused: Commissioner Donovan
Commissioner Uyehara

Commissioner Rios presided.

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MINUTES.

Regular Meeting of June 7, 1993.

Action: Approve as amended to reflect Commissioner Uyehara
presided the June 7, 1993 Meeting.

Emi R. Uyehara, President

Juan Rios, Vice President

Cleo Donovan, Commissioner

Grant S. Mickins, Commissioner

A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel

Albert C. Walker, Assistant Secretary



Civil Service 2000: Leading San Francisco Forward



ANNOUNCEMENTS.

- A. The Civil Service Commission met in closed session on Wednesday, June 30, 1993 at 1:15 p.m. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to confer with the City Attorney regarding potential litigation.

Present were Commissioners Rios, Mickins and Munson.

The Commission conferred with the City Attorney. No action was taken.

- B. Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

CLASSIFICATION MATTERS

- 1068-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Social Services	2	2904 Social Service Technician	Same
PUC/Water	1	1478 Senior Water Services Clerk	Same

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

- 1072-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
911-92/93	Airport	Virginia Sunday
912-92/93	Airport	Shelly Dowell
913-92/93	Airport	Teresa Grana
914-92/93	Art Commission	Balloon Madness
915-92/93	Art Commission	S.F. Symphony

CLASSIFICATION MATTERS (cont.)

1072-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
916-92/93	Art Commission	Emmanuel Montoya
917-92/93	Commission on Aging	Calvin Y. Louie, C.A.O.
918-92/93	Commission on Aging	Center for Elderly Suicide Prevention
919-92/93	Fire	Wes Valentine
920-92/93	Fire	Health Check, Davies Medical Center
921-92/93	Health Service System	Health Care Evaluating, Inc.
922-92/93	Health Service System	Rael & Letson
923-92/93	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
924-92/93	Human Rights Commission	Polaris Research and Development, Inc.
925-92/93	Mayor's Office	S.F. Unified School District Nutrition Services
926-92/93	Mayor's Office	Sojourner Truth Foster Family Agency, Inc.
927-92/93	Mayor's Office	Filipino-American Employment and Training
928-92/93	Mayor's Office	Korean-American Development Corporation

CLASSIFICATION MATTERS (cont.)

1072-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
929-92/93	Mayor's Office	S.F. Senators
930-92/93	Public Health	Chase Correctional Medical Division
931-92/93	Public Health	Informatix, Inc.
932-92/93	Public Health	Various - See List
933-92/93	Public Works	Bay Area Landscaping Frank & Grossman
934-92/93	Public Works	Brighter Images/E2
935-92/93	Public Utilities Commission	JRP Historical Consulting Services
936-92/93	Purchasing	Mardave Compu, Inc.
937-92/93	Recreation and Park	Careers Abound
938-92/93	Retirement	Axe-Houghton Associates
939-92/93	Retirement	Bankers Trust Company
940-92/93	Retirement	Barra & Associates
941-92/93	Retirement	Brinson Partners, Inc.
942-92/93	Retirement	Callan & Associates
943-92/93	Retirement	Capital Guardian Trust Co.

CLASSIFICATION MATTERS (cont.)

1072-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	944-92/93	Retirement	Dietche & Field Advisers, Inc.
	945-92/93	Retirement	Hanson Investment Management Co.
	946-92/93	Retirement	Lehman Ark Management Co.
	947-92/93	Retirement	Lewis, Bailey Associates, Inc.
	948-92/93	Retirement	MacKay Shields Financial Corporation
	949-92/93	Retirement	McCullough, Andrews & Cappiello, Inc.
	950-92/93	Retirement	Nicholas-Applegate Capital Management
	951-92/93	Retirement	Oechsle International Advisors
	952-92/93	Retirement	Provident Investment Counsel
	953-92/93	Retirement	RCM Capital Management
	954-92/93	Retirement	Reviewco
	955-92/93	Retirement	Scudder, Stevens & Clark
	956-92/93	Retirement	TCW Asset Management Co.
	957-92/93	Retirement	T.P.F. & C. Consulting Actuaries
	958-92/93	Retirement	The Townsend Group

CLASSIFICATION MATTERS (cont.)

1072-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
959-92/93	Retirement	Warburg Investment Management International
960-92/93	Retirement	Alexander & Alexander
961-92/93	S.F. Community College District	To Be Determined
962-92/93	S.F. Community College District	Asbestos Advisory Association
963-92/93	S.F. Community College District	Acres Engineering
964-92/93	Social Services	Travelers Aid S.F. (Family/Childcar e Center)
965-92/93	Social Services	Tenderloin Housing Clinic, Inc.
966-92/93	Social Services	Catholic Charities (Guerrero House Jelani House/Family)
967-92/93	Social Services	San Francisco Educational Services
968-92/93	Social Services	American Red Cross, Golden Gate Chapter
969-92/93	Social Services	Conard House, Inc.
970-92/93	Sheriff	Bethann Brown
971-92/93	Sheriff	Jelani House-Catholic Charities

CLASSIFICATION MATTERS (cont.)

1072-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
972-92/93	Sheriff	Liberation House
973-92/93	Sheriff	Asian American Residential Recovery Services
974-92/93	Superior Court	S.F. Youth Courts, Inc.
975-92/93	Superior Court	S.F. Bar Association Volunteer Legal Services Program
976-92/93	Superior Court	Kid's Turn
June 21, 1993:	Meeting cancelled due to lack of a quorum.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

1074-93 Request to establish a conditional waiver for "African American Health Service Specialist" (AAHSS). (Calendar Item No. 6)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

1. Approve the concept of an "African American Health Services Specialist" (AAHSS) conditional waiver.
2. Hold requests to approve the use of the "African American Health Services Specialist" conditional waiver on specific positions until training, testing and evaluation of the waiver are established.
3. Advise the Department of Public Health to notify staff when procedures for training, testing and evaluation of the "African American Health Services Specialist" conditional waiver are established, and qualified incumbents may be assigned to identified positions.

COMPENSATION MATTERS

2127-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. C)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Susan Harole 3630 Librarian I	Public Library	4	4
Rosie Scott 1446 Secretary II	Public Library	5	5
Janet Woodbury 1424 Clerk Typist	Airport	2	2
Meredith Macleod 2548 Occupational Therapist	Public Health	5	5
Gene O'Connell 2148 Senior Associate Administrator	Public Health	3	3
David Counter A610 Director, MIS	Public Health	5	5
Lisa Pascual, M.D. 2230 Physician Specialist (Psychiatrist Specialty)	Public Health	5	5

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report.

2128-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. D)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

EXAMINATION MATTERS

- 3070-93 Request that the Examination Announcement for Classes 8442 Senior Probation Officer and 8434 Supervising Probation Officer, Adult Probation, be issued on a "Promotive Only" basis.
(Calendar Item No. 8)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; deny appeals.

- 3139-93 Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (Calendar Item No. F)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of July 19, 1993 at the request of the San Francisco Police Department.

- 3615-93 Appeal of staff denials of protests on key answers for the examination for Classes 9141 Transit Manager II and 9140 Transit Manager I. (Calendar Item No. 16)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; deny appeals of Ernest Condon, Thomas Davis, Kermit Garnes and Governor Johnson.

IN-SERVICE MATTERS

- 4783-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. E)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

4792-93 Appeal of the decision of the General Manager, Personnel by Theodore Streleski to remove name from the list of eligibles for Class 7430 Assistant Electronic Maintenance Technician. (Calendar Item No. 7)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.

SPECIAL MEETING - JUNE 30, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 12)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 10)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

RESIGNATION - SERVICES UNSATISFACTORY

Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92. (Calendar Item No. 13)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Over to the meeting of September 20, 1993 at Mr. Willis' request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2,
Airports Commission, 4/28/93. (Calendar Item No. 11)

June 7, 1993: Over to the meeting of June 21, 1993 at the
request of the Airports Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Action: Off calendar at the request of the Airports Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 14)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 15)

None.

ADJOURNMENT. (Calendar Item No. 17)

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
530 SOUTH EAST ASIAN AVENUE
CHICAGO, ILLINOIS 60607
TEL: 773-936-5000
FAX: 773-936-5001
WWW: WWW.CHEM.UCHICAGO.EDU
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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

SPECIAL MEETING - JULY 9, 1993

ROOM 52A (BASEMENT) CITY HALL - 2:30 p.m.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Excused: Commissioner Donovan
Commissioner Uyehara presided

4987-93 Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (Calendar Item No. 1)

- Action:
1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.
 2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary





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SPECIAL MEETING MINUTES

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SPECIAL MEETING - JULY 9, 1993

4987-93 Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (Calendar Item No. 1)

I. Session 1 - July 9, 1993 - 2:30 p.m. - Room 52A City Hall.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

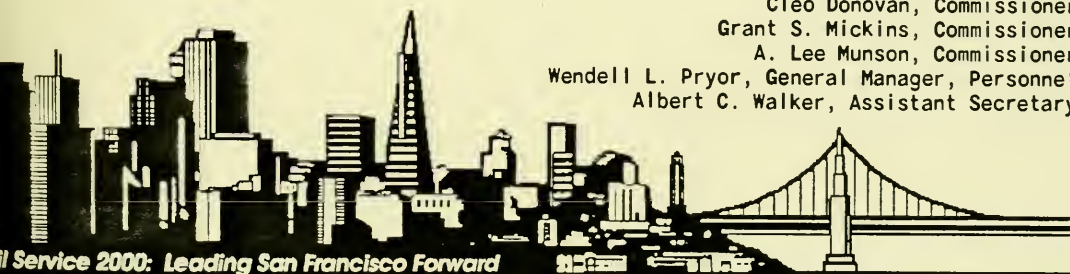
Excused: Commissioner Donovan

Commissioner Uyehara presided.

Action: A. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.

B. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



II. Session 2 - July 13, 1993 - 5 p.m. - Room 52A City Hall.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided.

Action: Adjourn to Monday, July 19, 1993 at 5 p.m.

III. Session 3 - July 19, 1993 - 2 p.m. (convened at 4 p.m.) -
Room 282 City Hall.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Uyehara presided.

- Action: A. The Commission directed that the Board of Supervisors and the Mayor be notified that while the Commission supports the concept of a consolidated human resources department, the Commission does not support the proposed Charter amendment in its present form based on the constricted time span in which it was drafted, minimal Commission and staff input, and lack of data and comparative studies of other jurisdictions. (Vote of 3 to 2: Commissioner Mickins and Munson dissent).
- B. The Special Meeting of July 9, 1993 stands adjourned.



CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - JULY 19, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios

Items Missed: Minutes,
Consent Calendar (Items 5A,
5B, 5C and 5D)

Commissioner Uyehara

Commissioner Uyehara presided.

MINUTES.

Special Meeting of June 30, 1993.

Action: Approve.

ANNOUNCEMENTS.

The Executive Session of July 19, 1993 was cancelled.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



CLASSIFICATION MATTERS

1085-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-93/94	Airport	Alphonso Brown
2-93/94	Airport	Diane Sanchez
3-93/94	Airport	Kennedy/Jenks Consultants, Inc.
4-93/94	Airport	Conservation Corps.
5-93/94	Airport	Lieb & Associates
6-93/94	Chief Administrative Officer	Ideas in Motion
7-93/94	Chief Administrative Officer	Sustainable Cities
8-93/94	Chief Administrative Officer	Harvey Rose/ Debra Newman/ Stan Jones, Assoc. (Joint Venture)
9-93/94	Civil Service Commission	Towers Perrin Co.
10-93/94	Commission on Status of Women	Asian Women's Shelters
11-93/94	Commission on Status of Women	Donaldina Cameron House
12-93/94	Commission on Status of Women	La Casa de las Madres
13-93/94	Commission on Status of Women	Nihonmachi Legal Outreach
14-93/94	Commission on Status of Women	St. Vincent de Paul Society of S.F./Rosalie House

CLASSIFICATION MATTERS (cont.)

1085-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
15-93/94	Commission on Status of Women	St. Vincent de Paul Society of S.F./Brennan House
16-93/94	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
17-93/94	Commission on Status of Women	S.F. Bar Association/ Volunteer Legal Services
18-93/94	Commission on Status of Women	S.F. Neighborhood Legal Assistance Foundation
19-93/94	Commission on Status of Women	WOMAN, Inc.
20-93/94	Commission on Status of Women	Asian Women's Shelter
21-93/94	Commission on Status of Women	La Casa de las Madres
22-93/94	Commission on Status of Women	St. Vincent de Paul Society of S.F. Rosalie House
23-93/94	Commission on Status of Women	Family Violence Prevention Fund
24-93/94	Controller	Data Processing & Accounting Services
25-93/94	Controller	Precision Writing

CLASSIFICATION MATTERS (cont.)

1085-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
26-93/94	Controller	Pilot Executive Software
27-93/94	District Attorney	Golden Gate University
28-93/94	District Attorney	Hastings College of Law
29-93/94	District Attorney	S.F. State University
30-93/94	District Attorney	University of San Francisco
31-93/94	District Attorney	University of California at Berkeley
32-93/94	District Attorney	New College of California
33-93/94	Fire	University of California, San Francisco
34-93/94	Human Rights Commission	L and J Brokers/Gary Green
35-93/94	Parking and Traffic	Wilbur Smith & Associates
36-93/94	Public Utilities Commission	S.F. Conservation Corps/California Conservation Corps
37-93/94	Public Utilities Commission	Frye Claims Consulting
38-93/94	Public Utilities Commission	McLeod & Associates
39-93/94	Public Utilities Commission	Daniel B. Steiner

CLASSIFICATION MATTERS (cont.)

1085-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	40-93/94	Public Works	Kennedy Jenks in association with AGS, Inc.
	41-93/94	Public Works	Trans Pacific Geotechnical Consultants
	42-93/94	Public Works	AGS, Inc.
	43-93/94	Public Works	Treadwell & Rollo, Inc.
	44-93/94	Public Works	Roger Foott Associates, Inc.
	45-93/94	Recreation and Park	Robert Hansen Golden Gate Park Band
	46-93/94	Public Health	S.F. Unified School District (SFUSD)
	47-93/94	Public Health	Evaluation Training & Research Assoc.
	48-93/94	Public Health	American Lung Association of San Francisco
	49-93/94	Public Health	Lyon Martin Women's Health Services
	50-93/94	Public Health	San Francisco Mime Troupe
	51-93/94	Public Health	Black Coalition on AIDS
	52-93/94	Public Health	18th Street Services

CLASSIFICATION MATTERS (cont.)

1085-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	53-93/94	Public Health	Regents of the University of California/AIDS Health Project
	54-93/94	Public Health	S.F. Women's Centers, Inc./LYRIC
	55-93/94	Public Health	Larry Wisch Associates
	56-93/94	Public Health	Women's Institute for Mental Health/IRIS Center
	57-93/94	Public Health	University of California, San Francisco (UCSF)
	58-93/94	Public Health	Hanson, Bridgett, Marcus, Vlahos & Rudy
	59-93/94	Public Health	Weissburg and Aronson, Inc.
	60-93/94	Public Health	Mission Neighborhood Health Center
	61-93/94	Public Health	The Support Center
	62-93/94	Chief Administrative Officer	Luster Construction Management
	63-93/94	Mayor's Office	Alan Smith
	64-93/94	Mayor's Office	Private Industry Council

CLASSIFICATION MATTERS (cont.)

1085-93 THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT IS FROM THE
(cont.) DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
65-93/94	Public Health	Center for Juvenile and Criminal Justice, Inc.

Action: 1. Contract Number 40-93/94 over to the meeting of
 August 2, 1993 at the request of the Department of
 Public Works.

 2. Adopt staff report on all remaining contracts;
 notify the offices of the Controller and the
 Purchaser.

1086-93 Classification of positions in various City departments.
(Calendar Item No. B)

AMEND THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
1107 Deputy Director, Rent Arbitration Board (Sch. 63.7 \$2043B2483)	Amend specification as detailed in the staff report.

Action: Adopt staff report.

EXAMINATION MATTERS

3139-93 Appeal of background rejection for Class Q2 Police Officer by
Robert S. Rood. (Calendar Item No. 9)

June 7, 1993: Over to the meeting of June 21, 1993 at the
 request of Mr. Rood's attorney.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the
 request of the San Francisco Police
 Department.

Action: Off calendar at the request of the San Francisco Police
 Department.

EXAMINATION MATTERS (cont.)

- 3637-93 Appeal of background rejection for Class H2 Firefighter by Richard Bruce Arzave, Jr. (Calendar Item No. 10)

Action: Adopt staff report. Deny appeal of Richard Bruce Arzave, Jr.; sustain the decision of the Chief of the San Francisco Fire Department.

- 3642-93 Appeal of background rejection for Class H2 Firefighter by Raymond Lockett. (Calendar Item No. 11)

Action: Adopt staff report. Deny appeal of Raymond Lockett; sustain the decision of the Chief of the San Francisco Fire Department. (Mr. Lockett failed to appear).

IN-SERVICE MATTERS

- 4562-93 Appeal of General Manager's action in granting Class 1244 Senior Personnel Analyst oral authorization to San Francisco Unified School District. (Calendar Item No. 7)

Action: Off calendar.

- 4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 6)

Action: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

- 6017-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. C)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6020-93 Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1993 to June 30, 1993. (Calendar Item No. D)

Action: Approve.

REGULAR MEETING - JULY 19, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 18)

Action: Over to the meeting of August 2, 1993 at Mr. Berton's request.

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 17)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

Action: Over to the meeting of August 2, 1993 at the request of Mr. Gumban's representative.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 13)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

Action: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeanne Powell, 1426 Senior Clerk Typist, 6/CPE-247, City Attorney's Office, 6/4/93. (Calendar Item No. 16)

Action: Over to the meeting of August 16, 1993 at Ms. Powell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jennifer Quilici, 9209 Airport Police Service Aide, 43/E-2, Airports Commission, 5/14/93. (Calendar Item No. 14)

June 7, 1993: Over to the meeting of July 19, 1993 at the joint request of Ms. Quilici and the Airports Commission.

Action: Dismiss from the City and County Service. Not to be employed again by the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93. (Calendar Item No. 15)

Action: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 20)

The following persons addressed the Commission:

George Newkirk, representing Municipal Executive Association
Carol Isen, Local 21
David Novogrodsky, Local 21

ADJOURNMENT. (Calendar Item No. 21)



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**CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION**

SPECIAL MEETING AGENDA

ADJOURNED SPECIAL MEETING

JULY 13, 1993

ROOM 52A (BASEMENT) CITY HALL- 5 p.m.

ITEM NO.

- (1) Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (File No. 4987-93)

July 9, 1993:

1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.
2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Open For Discussion.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary





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CITY AND COUNTY OF **SAN FRANCISCO**

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

ADJOURNED SPECIAL MEETING

JULY 13, 1993

ROOM 52A (BASEMENT) CITY HALL- 5 p.m.

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios
Commissioner Uyehara presided.

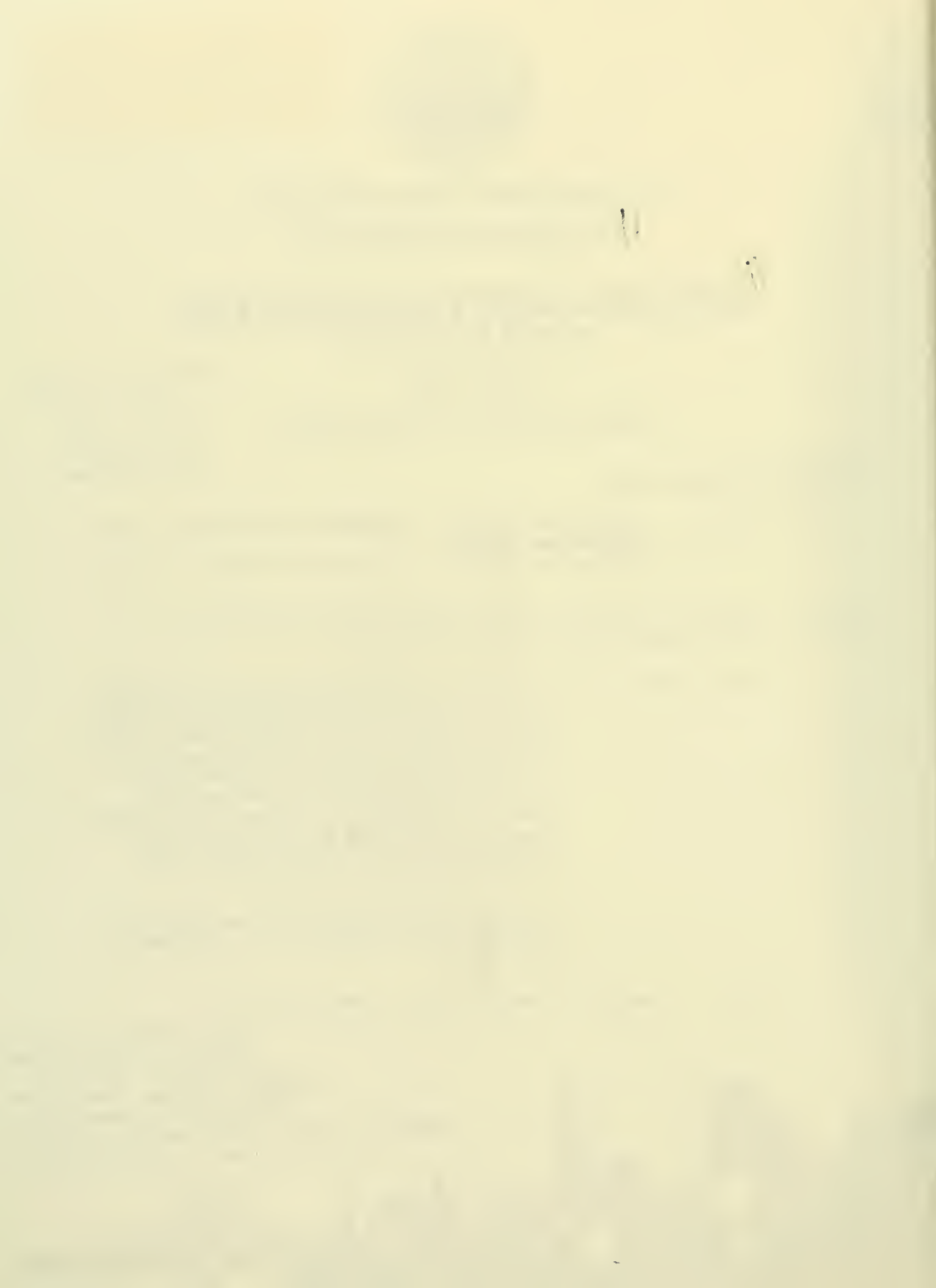
4987-93 Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (Calendar Item No. 1)

- July 9, 1993:
1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.
 2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

Action: Adjourn to Monday, July 19, 1993 at 2 p.m.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary







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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - AUGUST 2, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided

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MINUTES.

A. Special Meeting of July 9, 1993.

Action: Approve.

B. Regular Meeting of July 19, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A. The Executive Session scheduled for August 2, 1993 was cancelled.
- B. Due to the Labor Day Holiday on September 6, 1993 which conflicts with a regular Civil Service Commission meeting and the Winter Holidays of late December, the Civil Service Commission has cancelled its meetings of September 6, 1993 and December 20, 1993.

The Commission will meet once during the months of September and December on September 20, 1993 and December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of these two meetings cause.

CLASSIFICATION MATTERS

1085-93 Review of request for approval of proposed personal services contract number 40-93/94. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
40-93/94	Public Works	Kennedy Jenks in association with AGS, Inc.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Department of Public Works.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1093-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
66-93/94	Art Commission	Seyed Alvavi
67-93/94	CAO	Ross Drulis/Hood Miller/Lee Barnes Cavagnero
68-93/94	Mayor's Office	S.F. Unified School District - School Health Program - CHDP Health Worker

CLASSIFICATION MATTERS (cont.)

1093-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
69-93/94	Mayor's Office	S.F. Unified School District - Child Development Program
70-93/94	Mayor's Office	S.F. Unified School District - School Health Programs
71-93/94	Mayor's Office	Private Industry Council, Inc.
72-93/94	Public Works	David K. Low & Associates, Inc.
73-93/94	Social Services	American Red Cross, Golden Gate Chapter
74-93/94	Social Services	Audrey L. Smith Development Center, Inc.
75-93/94	Public Utilities Commission	Merrill & Associates

Action: Adopt staff report; notify the offices of the Purchaser and the Controller.

COMPENSATION MATTERS

2194-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
David Assmann 1367 Special Assistant VIII	CAO	5	5
Chris Baldo 1657 Senior Systems Accountant	Controller	5	5
Douglas Feil 1850 Senior Auditor	Controller	5	5

COMPENSATION MATTERS (cont.)

2194-93
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Bassam Totah 8174 Attorney	District Attorney	3	3
Linda Lee-Robbins 1365 Special Assistant VI	Public Works	5	5
Salla Vaerma 1776 Assistant Reproduction Manager	Purchasing	4	4
Valerie Jeffries 1203 Personnel Technician	Airport	5	5
Susan Kelly 1818 MIS Specialist II	Controller	5	5
Millard Larkin 1367 Special Assistant VIII	Mayor	5	5
Donald Eng 5131 Bureau Chief	Public Works	4	4
Jackson Wong 5124 Bureau Manager	Public Works	4	4

- Action:
1. Requests related to David Assmann, Bassam Totah and Salla Vaerma over to the meeting of August 16, 1993.
 2. Adopt staff report on remaining items.

2195-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Stanardization Ordinance.
(Calendar Item No. E)

- Action:
1. Request from Public Utilities Commission for Thomas Hidayat off calendar.
 2. Adopt staff report on remaining items; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2196-93 Requests for appointment above the entrance rate for various exempt employees in the City Attorney's Office. (Calendar Item No. C)

Action: Adopt staff report.

2197-93 Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1993-94. (Calendar Item No. 6)

Action: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 7)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

Action: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

6006-93 Request to designate Class 1658 Chief Accountant as promotive for layoff purposes. (Calendar Item No. 8)

Action:

1. Adopt staff report; designate Class 1658 Chief Accountant as promotive for layoff purposes.
2. The General Manager, Personnel directed to investigate the affected positions in Class 1658 Chief Accountant at the San Francisco General Hospital Medical Center to insure that the layoff rule was applied consistent with Charter, the Civil Service Commission Rules and in keeping with the principles of the merit system.

6085-93 Request to designate Class 1934 Storekeeper as promotive for layoff purposes. (Calendar Item No. 9)

Action: Adopt staff report; designate Class 1934 Storekeeper as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

- 6092-93 Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Duration of and Certification from List E-133 for Class 9163 Transit Operator. (Calendar Item No. F)

Action: Post for adoption at the meeting of August 16, 1993.

- 6094-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 2, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 16)

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

Action: Over to the meeting of September 20, 1993 at Mr. Berton's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93. (Calendar Item No. 14)

Action: Over to the meeting of August 16, 1993 at Mr. Ellison's request.

DISMISSAL OF PERMANENT EMPLOYEE

Francine Fennell, 2708 Custodian, 244/E-3, Fine Arts Museums, General Division, 4/2/93. (Calendar Item No. 17)

Action: Over to the meeting of August 16, 1993 at the request of the Fine Arts Museums.

RESIGNATION - SERVICES UNSATISFACTORY

Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93. (Calendar Item No. 12)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

- June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.
- July 19, 1993: Over to the meeting of August 2, 1993 at the request of Mr. Gumban's representative.
- Action: Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and medical clearance by a Civil Service designated physician. Not to be employed again by the San Francisco Unified School District. (Vote of 3 to 1: Commissioner Uyehara excused from voting on this matter in accordance with Charter Section 3.501.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio R. Hernandez, 1650 Accountant, 55.5/E-41, Controller's Office, Accounting Operation, 7/6/93. (Calendar Item No. 15)

- Action: Over to the meeting of August 16, 1993 at Mr. Hernandez's request.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 11)

- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
- May 17, 1993: Meeting cancelled due to lack of a quorum.
- May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.
- June 21, 1993: Meeting cancelled due to lack of a quorum.
- June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.
- July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.
- Action: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 13)

- July 19, 1993:
1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.
 2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 18)

- A. Performance Appraisal.
 - B. Departmental Goals.
- Reports presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 19)

The following individuals addressed the Commission:

1. Pat Lee, Business Representative, Local 790
2. Joellen Sheerin
3. Deborah Wiannecki
4. Leann Jarin
5. Cynthia Cabuycan
6. Vicky Lee

ADJOURNMENT. (Calendar Item No. 20)

In memory of Keith Bunch, Senior Departmental Personnel Officer, Public Utilities Commission, who died on July 26, 1993.



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CITY AND COUNTY OF SAN FRANCISCO

CIVIL SERVICE COMMISSION

SPECIAL MEETING MINUTES

AUGUST 16, 1993

ROOM 282, SECOND FLOOR, CITY HALL

2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyebara

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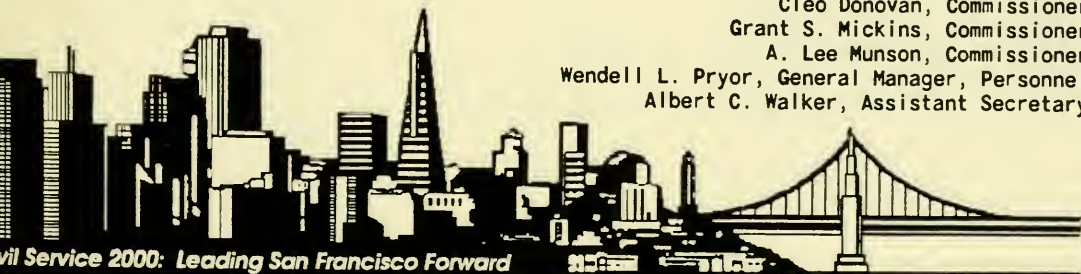
Commissioner Uyebara presided

1110-93 Review of request for approval of proposed personal services contract. (File No. 1110-93)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
152-93/94	Public Works	Turner Construction Company

Action: Adopt staff report; notify the offices of the Controller and the Purchaser. Department to provide detailed written report on a biannual (every other year) basis. (Vote of 3 to 2: Commissioners Uyebara and Rios dissent).

Emi R. Uyebara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary





CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - AUGUST 16, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Donovan
Commissioner Mickins
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

(Items Missed: 5(B) and 10)

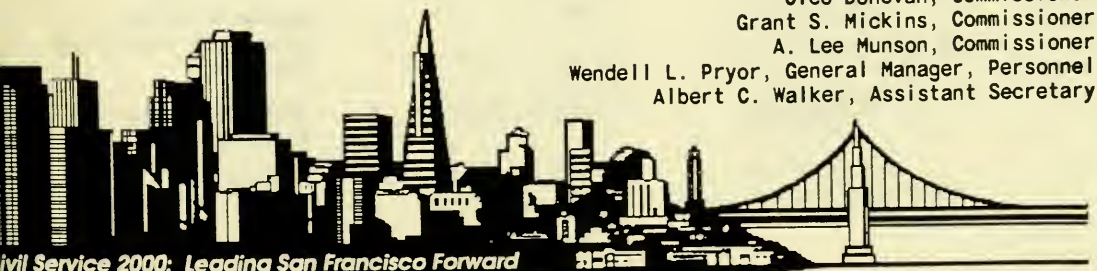
Commissioner Uyehara presided

MINUTES.

Regular Meeting of August 2, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A. The Civil Service Commission met in closed session on Monday, August 16, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issues.

Present were Commissioners Uyehara, Rios, Mickins and Munson. The Commission instructed its labor negotiator.

- B. Due to the Labor Day Holiday on September 6, 1993 which conflicts with a regular Civil Service Commission meeting and the Winter Holidays of late December, the Civil Service Commission has cancelled its meetings of September 6, 1993 and December 20, 1993.

The Commission will meet once during the months of September and December on September 20, 1993 and December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of these two meetings cause.

CLASSIFICATION MATTERS

- 1099-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
76-93/94	Airport	Kenyon and EddeIstein
77-93/94	Airport	Morla Design
78-93/94	Airport	HMH, Inc.
79-93/94	Airport	Towill, Inc.
80-93/94	Airport	James S. Mayor D.O., M.P.H.
81-93/94	Art Commission	Vicki Scuri
82-93/94	CA0	Kim Fowler
83-93/94	CA0	Rhonda M. Abrams Management Consulting Services
84-93/94	Mayor's Office	Japanese Community Youth Center

CLASSIFICATION MATTERS (cont.)

1099-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
85-93/94	Mayor's Office	Wu Yee Children's Services
86-93/94	Mayor's Office	Wu Yee Children's Services
87-93/94	Mayor's Office	Wu Yee Children's Services
88-93/94	Mayor's Office	Donaldina Cameron House
89-93/94	Mayor's Office	Japanese Community Youth Center
90-93/94	Mayor's Office	Donaldina Cameron House
91-93/94	Mayor's Office	RAP, Inc.
92-93/94	Mayor's Office	RAP, Inc.
93-93/94	Mayor's Office	Visitation Valley Community Center
94-93/94	Mayor's Office	Audrey L. Smith Child Development Center, Inc.
95-93/94	Mayor's Office	Wu Yee Children's Services
96-93/94	Mayor's Office	CAHEED, Inc.
97-93/94	Mayor's Office	Youth Guidance Center Improvement Committee
98-93/94	Mayor's Office	S.F. Jewish Community Center
99-93/94	Mayor's Office	Family Service Agency of S.F.
100-93/94	Mayor's Office	Holy Family Day Home
101-93/94	Mayor's Office	Wu Yee Children's Services
102-93/94	Mayor's Office	San Francisco Conservation Corps

CLASSIFICATION MATTERS (cont.)

1099-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	103-93/94	Mayor's Office	Lavender Youth Recreation Information Center
	104-93/94	Mayor's Office	Mission Reading Clinic
	105-93/94	Mayor's Office	S.F. Educational Services, Inc.
	106-93/94	Mayor's Office	Camp Fire Boys and Girls
	107-93/94	Mayor's Office	Operation Contact, Inc.
	108-93/94	Mayor's Office	Visitation Valley Community Center
	109-93/94	Mayor's Office	Center on Juvenile & Criminal Justice
	110-93/94	Mayor's Office	Children's Council of S.F.
	111-93/94	Mayor's Office	Wu Yee Children Services
	112-93/94	Mayor's Office	Easter Seal Society of S.F.
	113-93/94	Mayor's Office	Children's Council of S.F.
	114-93/94	Mayor's Office	Wu Yee Children's Services
	115-93/94	Mayor's Office	Horizons Unlimited of S.F.
	116-93/94	Mayor's Office	Girl's Leadership Project of S.F.
	117-93/94	Mayor's Office	Teenage Pregnancy & Parenting Project
	118-93/94	Mayor's Office	Mission Youth Soccer League
	119-93/94	Mayor's Office	California Lawyers for the Arts

CLASSIFICATION MATTERS (cont.)

1099-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	120-93/94	Mayor's Office	Asian Perinatal Advocates/Volunteers of SFGH
	121-93/94	Mayor's Office	Northern California Service League
	122-93/94	Mayor's Office	Children's Council of S.F.
	123-93/94	Mayor's Office	Hamilton Family Center
	124-93/94	Mayor's Office	Daycare Consultants
	125-93/94	Mayor's Office	Learning Services of Northern California
	126-93/94	Mayor's Office	Bridges ... From School to Work
	127-93/94	Mayor's Office	Central City Hospitality House
	128-93/94	Mayor's Office	Community Educational Services
	129-93/94	Mayor's Office	Children's Council of S.F.
	130-93/94	Mayor's Office	Economic Opportunity Council
	131-93/94	Mayor's Office	Audrey L. Smith Child Development Center, Inc.
	132-93/94	Police	Tri-County Extradition
	133-93/94	Port	Public Financial Management, Inc. and the Knight Group
	134-93/94	Public Health	Izabal, Bernaciak & Co.
	135-93/94	Public Health	Ellen Agard
	136-93/94	Public Health	The Support Center
	137-93/94	Public Health	University of California, S.F.

CLASSIFICATION MATTERS (cont.)

1099-93 (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	138-93/94	Public Health	CHORAL Software, Inc.
	139-93/94	Public Utilities Commission	Crain & Associates
	140-93/94	Public Works	Consolidated Engineering Laboratories
	141-93/94	Public Works	Soil and Plant Laboratory, Inc.
	142-93/94	Public Works	Arcost/CPM Group
	143-93/94	Public Works	Arcost/CPM Group
	144-93/94	S.F. Community College District	Jacqueline Grose
	145-93/94	S.F. Community College District	Venetia Young
	146-93/94	Sheriff	Frederic Millen
	147-93/94	Social Services	S.F. Food Bank
	148-93/94	Social Services	Hickman Homes, Inc.
	149-93/94	Social Services	Nailah House, Inc.
	150-93/94	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.
	151-93/94	Public Works	Haley and Aldrich, Inc.

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1100-93 Appeal of removal of special condition for one position in Class 5320 Illustrator and Art Designer at the Purchasing Department. (Calendar Item No. 8)

Action: Off calendar; delegate resolution to the General Manager, Personnel; the General Manager, Personnel's decision is final and will not be reconsidered by the Commission.

CLASSIFICATION MATTERS (cont.)

- 1101-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
PUC/Municipal Railway	2	7325 General Utility Mechanic	Same

Action: Over to the meeting of September 20, 1993 at the request of Stationary Engineers, Local 39.

- 1102-93 Classification of positions in various City departments.
(Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	2430 Medical Evaluations Assistant (Sch. 51.7 \$1147B1388)	1426 Senior Clerk Typist (Sch. 50.3 \$1073B1298)

AMEND THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
5320 Illustrator and Art Designer (Sch. 57.6 \$1520B1844)	Amend class specification as detailed in the staff report.
2574 Clinical Psychologist (Sch. 62.8 \$1955B2377)	Amend class specification as detailed in the staff report.
2576 Supervising Clinical Psychologist (Sch. 64.3 \$2104B2557)	Amend class specification as detailed in the staff report.

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

<u>Existing Class Title and Rate</u>	<u>Recommendation</u>
2442 Diagnostic Medical Sonographer II (Sch. 56.9 \$1470B1782)	Retitle and amend class specification to 2442 Diagnostic Medical Sonographer as detailed in the staff report.

CLASSIFICATION MATTERS (cont.)

1102-93
(cont.)

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATION:

<u>Existing Class and Title</u>	<u>Recommendation</u>
2441 Diagnostic Medical Sonographer I	Abolish Class 2441 Diagnostic Medical Sonographer I.

Action: Adopt staff report. (Vote of 4 to 1: Commissioner Munson absent during the vote).

COMPENSATION MATTERS

2194-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 6)

August 2, 1993: 1. Requests related to David Assmann, Bassam Totah and Salla Vaerma over to the meeting of August 16, 1993.

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
David Assmann 1367 Special Assistant VIII	CAO	5	5
Bassam Totah 8174 Attorney	District Attorney	3	3
Salla Vaerma 1776 Assistant Reproduction Manager	Purchasing	4	4

Action: 1. Request for Bassam Totah off calendar at the request of the District Attorney's Office.

2. Adopt staff report on remaining two requests.

2202-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Matthew H. Hymel 1371 Special Assistant XII	Controller	3	3

COMPENSATION MATTERS (cont.)

2202-93
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Margaret LaRue 1362 Special Assistant III	Mayor	5	5
George Wyllie 9376 Market Research	Port	2	2
Sharonlee Kotabe 2455 Pharmacy Director	Public Health	5	5

Action: Adopt staff report.

2203-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance.
(Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2206-93 Appeal of denial of assault pay request by Rick Stromas.
(Calendar Item No. 7)

Action: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 9)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

Action: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

IN-SERVICE MATTERS (cont.)

- 6017-93 Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. 13)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

Action: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

- 6092-93 Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Duration of and Certification from List E-133 for Class 9163 Transit Operator. (Calendar Item No. F)

August 2, 1993: Post for adoption at the meeting of August 16, 1993.

Action: Adopt.

- 6140-93 Request to designate Class 2660 Assistant Director, Food Services, as promotive for layoff purposes. (Calendar Item No. 10)

Action: Adopt staff report; designate Class 2660 Assistant Director, Food Services, as promotive for layoff purposes.
(Vote of 4 to 1: Commissioner Munson absent during the vote).

- 6179-93 Appeal of staff's denial from Stephen V. Giacalone, candidate for Class H2 Firefighter, to identify as Hispanic. (Calendar Item No. 12)

Action: Deny staff report; grant appeal of Stephen V. Giacalone.

IN-SERVICE MATTERS (cont.)

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 11)

Action: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

6211-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 16, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park
Department, 6/30/93. (Calendar Item No. 18)

August 2, 1993: Over to the meeting of August 16, 1993 at
Ms. Ellison's request.

Action: Over to the meeting of October 4, 1993 at the request of
Ms. Ellison's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Francine Fennell, 2708 Custodian, 244/E-3, Fine Arts Museums,
General Division, 4/2/93. (Calendar Item No. 21)

August 2, 1993: Over to the meeting of August 16, 1993 at
the request of the Fine Arts Museums.

Action: Not to be employed again by the Fine Arts Museums.
(Ms. Fennell failed to appear).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary M. Gorman, 1430 Transcriber Typist, 8/CPE-15, Department of
Public Health, Laguna Honda Hospital, 7/21/93.
(Calendar Item No. 19)

Action: Over to the meeting of September 20, 1993 at the request
of Local 790.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 15)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of September 20, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93. (Calendar Item No. 20)

Action: Over to the meeting of September 20, 1993 at Ms. Podell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Jeanne Powell, 1426 Senior Clerk Typist, 6/CPE-247, City Attorney's Office, 6/4/93. (Calendar Item No. 16)

July 19, 1993: Over to the meeting of August 16, 1993 at Ms. Powell's request.

Action: Off calendar at the request of the City Attorney's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 17)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

 2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

GENERAL MANAGER'S REPORT. (Calendar Item No. 22)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 23)

None.

ADJOURNMENT. (Calendar Item No. 24)



CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

DOCUMENTS DEPT.

MINUTES OF MEETING

SAN FRANCISCO
PUBLIC LIBRARY

REGULAR MEETING - SEPTEMBER 20, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Grant S. Mickins
Commissioner A. Lee Munson
Commissioner Emi Uyehara

Excused: Commissioner Donovan
Commissioner Rios

Commissioner Uyehara presided

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 MIN (10) BOX 41

MINUTES.

- A. Regular Meeting of August 16, 1993.
- B. Special Meeting of August 16, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A.. The Civil Service Commission met in closed session on Monday, September 20, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957.6 of the Government Code of the State of California to discuss labor relations issue, and Section 54956.9 to discuss matters presenting a significant likelihood of litigation.

Present were Commissioners Mickins, Munson and Uyehara.

1. The Commission directed the labor negotiator
 2. The Commission directed the staff to post rules for amendment to comply with the Family and Medical Leave Act and the Americans with Disabilities Act.
- B. Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of these two meetings cause.

CLASSIFICATION MATTERS

- 1101-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. B)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
PUC/Municipal Railway	2	7325 General Utility Mechanic	Same

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Stationary Engineers, Local 39.

Action: Adopt staff report.

- 1118-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
153-93/94	Airport	B.A. Vallergera
154-93/94	Airport	CH2M Hill

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
155-93/94	Airport	RIDES for Bay Area Commuters
156-93/94	Animal Care and Control	Mission Pet Hospital
157-93/94	Animal Care and Control	California Center for Wildlife
158-93/94	Animal Care and Control	Pets Unlimited
159-93/94	Art Commission	Sheila Ghidini
160-93/94	Art Commission	Leonard Hunter
161-93/94	Art Commission	Roger Berry
162-93/94	Art Commission	Art-in Construction
163-93/94	City Planning	Bren Norris Associates, Inc.
164-93/94	Controller	ABR Consulting Group, Inc.
165-93/94	Fire	CORE Corporation
166-93/94	Mayor's Office	Marilyn Berry Thompson
167-93/94	Mayor's Office	Polaris Research and Development
168-93/94	Mayor's Office	Wu Yee Children's Services
169-93/94	Mayor's Office	Real Alternatives Program, Inc.
170-93/94	Mayor's Office	Yoo Yau Ji Ga Childcare
171-93/94	Mayor's Office	Golden Gate Community, Inc.
172-93/94	Mayor's Office	Cross Cultural Family Center
173-93/94	Mayor's Office	Mission Neighborhood Centers, Inc.

CLASSIFICATION MATTERS (cont.)1118-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
174-93/94	Mayor's Office	Wu Yee Children's Services
175-93/94	Mayor's Office	Audrey L. Smith Development Center
176-93/94	Mayor's Office	Children's Council of San Francisco
177-93/94	Mayor's Office	Center on Juvenile & Criminal Justice
178-93/94	Mayor's Office	Back on Track
179-93/94	Mayor's Office	Ocean-Merced-Ingleside Community Association
180-93/94	Mayor's Office	Charity Cultural Services Center
181-93/94	Mayor's Office	Telegraph Hill Neighborhood Center
182-93/94	Mayor's Office	Donaldina Cameron House
183-93/94	Mayor's Office	California Lawyers for the Arts
184-93/94	Mayor's Office	Lorraine Hansberry Theatre
185-93/94	Mayor's Office	Girl's Leadership Project of S.F.
186-93/94	Mayor's Office	Potrero Hill Neighborhood House
187-93/94	Mayor's Office	Ethio-Tigray Community in Northern California
188-93/94	Mayor's Office	West Bay Pilipino Mutli-Service Corp.
189-93/94	Mayor's Office	S.F. Police Department Combined Youth Services Program

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
190-93/94	Mayor's Office	Easter Seal Society of Bay Area
191-93/94	Mayor's Office	Community Alliance for Special Education
192-93/94	Mayor's Office	Audrey L. Smith Development Center, Inc.
193-93/94	Mayor's Office	S.F. Educational Services
194-93/94	Mayor's Office	S.F. Study Center
195-93/94	Mayor's Office	Hamilton Family Center
196-93/94	Mayor's Office	Good Samaritan Family Resource Center
197-93/94	Mayor's Office	Asian Women's Resource Center
198-93/94	Mayor's Office	UCSF Infant-Parent Program/Daycare Consultants
199-93/94	Mayor's Office	Bayview Hunters Point Foundation
200-93/94	Mayor's Office	Support for Parents with Special Children
201-93/94	Mayor's Office	Korean Center, Inc.
202-93/94	Mayor's Office	S.F. Boys and Girls Club
203-93/94	Mayor's Office	Youth for Service
204-93/94	Mayor's Office	Central City Hospitality House
205-93/94	Mayor's Office	Mission Cultural Center
206-93/94	Mayor's Office	Filipino-American Employment and Training Center

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
207-93/94	Mayor's Office	Community Educational Services
208-93/94	Mayor's Office	Office of Samoan Affairs
209-93/94	Public Utilities Commission	Murray, Burns & Kienlen
210-93/94	Public Utilities Commission	Booz Allen & Hamilton, Inc.
211-93/94	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
212-93/94	Public Utilities Commission	Ecology and Environment, Inc.
213-93/94	Public Utilities Commission	AGS, Inc.
214-93/94	Public Utilities Commission	Consolidated Engineering Laboratories
215-93/94	Public Utilities Commission	Harding Lawson Associates
216-93/94	Public Utilities Commission	Clayton Environmental Consultants
217-93/94	Public Works	Faye Bernstein & Associates in associate with T.Y. Lin International
218-93/94	Public Works	Everett Brandon & Associates
219-93/94	Public Works	Citizens Tree Advisory Board
220-93/94	Public Works	John Carollo Engineers
221-93/94	Public Works	Howard D. Jackson
222-93/94	Purchasing	The Nationwide Companies

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
223-93/94	Rent Board	Eaton & Associates
224-93/94	S.F. Community College District	Reid and Tarics, Assoc., Architects
225-93/94	S.F. Community College District	Sally McReynolds
226-93/94	S.F. Community College District	Ann C. Goldsmith
227-93/94	S.F. Community College District	Lynne Creighton
228-93/94	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.
229-93/94	Social Services	F.M. Blake & Associates
230-93/94	Social Services	The Family School
231-93/94	Social Services	S.F. Educational Services
232-93/94	Public Health	Haight Ashbury Free Medical Clinics, Inc.
233-93/94	Public Health	Bayview Hunter's Point Foundation
234-93/94	Public Health	Polaris Research and Development
235-93/94	Public Health	The Alexander Group
236-93/94	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
237-93/94	Public Health	Deborah Johnson of the Motivational Institute
238-93/94	Public Health	Santa Clara County Health Department, Medical Services Division

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
239-93/94	Public Health	Treadwell & Rollo, Inc.

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

240-93/94	Public Health	S.F. Mental Health Educational Funds, Inc.
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Action:

1. Contract Number 154-93/94 over to the meeting of of October 4, 1993 at the request of the Airports Commission.
2. Contract Numbers 213-93/94 and 214-93/94 over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.
3. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.
4. The Commission directed staff to check Memoranda of Understanding for compliance with notification requirements when reviewing contracts.

1119-93 Classification of new positions in the 1993-94 Budget.
(Calendar Item No. D)

Action: Allocate new positions to recommended classifications; defer classification action on positions designated with Symbol "SC".

1123-93 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	1	2302 Nursing Assistant (Sch. 53.1 \$1226B1484)	2586 Health Worker II (Sch. 50.2 \$1067B1291)
Public Works	1	5135 Assistant Superintendent of Street and Sewer Repair (Sch. 66.2 \$2309B2806)	Same

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

1124-93 Request to make two temporary exempt appointments in Class 5506 Project Manager III per Charter Section 8.300(5) in the Airports Commission. (Calendar Item No. 6)

Action: Over to the meeting of October 4, 1993 at the request of Local 21.

COMPENSATION MATTERS

2206-93 Appeal of denial of assault pay request by Rick Stromas. (Calendar Item No. 7)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

Action: Over to the meeting of October 4, 1993 at the request of staff.

2213-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

2217-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Richard Ruvalo 1369 Special Assistant X	Chief Administrative Officer	2	2
Seema Grover 1822 Administrative Analyst	Public Library	2	2
Amy Brownell 1372 Special Assistant XIII	Public Health	4	4
Susan Ehrlich 1373 Special Assistant XIV	Public Health	5	5

COMPENSATION MATTERS (cont.)

2217-93
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
William Wedemeyer A982 Vocational Assessment Counselor	Social Services	5	5
James Janette 4269 Chief Appraiser	Assessor	5	5
Bassam Totah 8174 Attorney	District Attorney	3	3

Action: Adopt staff report.

2218-93 Appeal of denial of assault pay request by Gustavus Rugley.
(Calendar Item No. 8)

Action: Over to the meeting of October 4, 1993 at the request of staff.

EXAMINATION MATTERS

3160-93 Appeal of staff's denial of protests of minimum qualifications of the examination announcement for Class 8240 Police Communications Shift Supervisor. (Calendar Item No. 17)

Action: Adopt staff report; deny appeals of Frank Martin del Campo and Joan Madden.

3657-93 Appeal of administrative rejection for Class H2 Firefighter by Mark B. Osuna. (Calendar Item No. 18)

Action: 1. Approve Mr. Osuna's request to hear appeal in closed session.
 2. Deny staff report; grant appeal of Mark B. Osuna.

3675-93 Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcement as promotive basis only.
(Calendar Item No. H)

Action: Off calendar at the request of Department of Social Services.

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. 14)

- August 17, 1992:
1. Post for adoption.
 2. Transmit to the Employee Relations Division for meet and confer with employee organizations.
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.
- May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.
- June 7, 1993: Off calendar pending completion of the meet and confer/consultation process.
- Action:
1. Adopt staff report with the following amendments:
 - a. change effective date from November 1, 1993 to January 1, 1994.
 - b. correct appendix to include classes represented by the Deputy Sheriff's Association.
 - c. add classes represented by Local 790 to Civil Service Commission Rule 11.02 Part I pending completion of meet and confer process.
 2. Continue meet and confer process with Locals 200, 250-A and 21.
 3. Proceed immediately to meet and confer with SEIU (Locals 250, 535 and 790).
 4. Report to Civil Service Commission on November 1, 1993 on progress of meet and confer with SEIU.

The following individuals spoke on this matter:

Thom Beam, Local 535
James Bryant, Local 790
Claire Caldwell, TWU, Local 250-A
Henry Der, Chinese for Affirmative Action
Alice Fialkin, TWU, Local 200
Donna Figone, Local 790
Edward Gazzano, Public Health
Michael Harris, United Minorities against Discrimination
Ed Lieberman, Operating Engineers, Local 3

IN-SERVICE MATTERS (cont.)

4367-93
(cont.)

Ruth Maginnis, Librarian's Guild, Local 790
Josie Mooney, Local 790
Kathleen Murray, Public Utilities Commission
David Novogrodsky, Local 21
Flo Stroud, Public Health
William Vaughn, Social Services
Dan Venable, Local 790
Kay Walker, Local 535
Claire Zvanski, Local 790

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 9)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

Action: Over to the meeting of October 4, 1993 by Commission action.

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 10)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

Action: Over to the meeting of October 4, 1993 by Commission action.

6369-93 Request to designate Class 2832 Supervising Public Health Nurse, as promotive for layoff purposes. (Calendar Item No. 11)

Action: Adopt staff report; designate Class 2832 Supervising Public Health Nurse, as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

6536-93 Proposed amendments to various Civil Service Commission Rules to implement Proposition C. (Calendar Item No. 12)

- October 5, 1992:
1. Post for adoption.
 2. Forward to the Mayor's Employee Relations Division for meet and confer.

Action: Adopt staff report to be effective January 1, 1994.

6537-93 Proposed amendments to various sections of Civil Service Commission Rule 6 - Separation Hearings and Procedures, in implementation of Propositions C & E (November 1991 Ballot). (Calendar Item No. 13)

February 1, 1993: Off calendar by Commission action.

Action: Off calendar at the request of staff.

6538-93 Extension of Holdover Rights for Blas Aguirre in Class 1220 Payroll Clerk. (Calendar Item No. I)

Action: Adopt staff report; extend holdover rights in Class 1220 Payroll Clerk for a one year period beginning July 1, 1993 and expiring on June 30, 1994.

6539-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. J)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

- 6540-93 Appeal of the decision of the General Manager, Personnel by William Beaumont to restrict future employment.
(Calendar Item No. 16)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years' work experience outside the City and County service and successful completion of Sexual Harassment training program. Not to be employed again by the San Francisco Unified School District.

- 6541-93 Future employability of Mayuri Kansupda, Class 8108 Senior Legal Process Clerk, County Clerk/Recorder Department.
(Calendar Item No. G)

Action: Adopt staff report.

1. Future employment with the City and County of San Francisco is subject to Ms. Kansupda providing medical certification from her personal physician indicating that she has completed treatment and is cleared to return to work and Ms. Kansupda must be medically cleared by a Civil Service Commission designated physician.
2. No future employment with the County Clerk/Recorder Department.

- 6553-93 Proposed procedures for monitoring appointments made as a result of the expanded Certification Rule. (Calendar Item No. 15)

Action: Staff to prepare a report to the Commission for its meeting on October 18, 1993.

- 6582-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. K)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 20, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Crystal Anne Alexander, 8304 Deputy Sheriff, 178/E-14, Sheriff's Office, 7/22/93. (Calendar Item No. 27)

Action: Over to the meeting of October 18, 1993 at the request of Ms. Alexander's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 16)
(Calendar Item No. 31)

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

August 2, 1993:: Over to the meeting of September 20, 1993 at Mr. Berton's request.

Action: Over to the meeting of October 18, 1993 at the request of the Department of Social Services.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 29)

Action: Over to the meeting of October 4, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Luis Gomez, Jr., 2736 Porter, 20/E-57, Department of Public Health, San Francisco General Hospital Medical Center, 7/23/93.
(Calendar Item No. 25)

Action: Over to the meeting of October 4, 1993 at the request of Mr. Gomez's representative.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Mary M. Gorman, 1430 Transcriber Typist, 8/CPE-15, Department of Public Health, Laguna Honda Hospital, 7/21/93.
(Calendar Item No. 22)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Local 790.

Action: Dismiss from the City and County Service. Return name to list in Class 1430 Transcriber Typist. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Sergio R. Hernandez, 1650 Accountant, 55.5/E-41, Controller's Office, Accounting Operation, 7/6/93. (Calendar Item No. 21)

August 2, 1993: Over to the meeting of September 20, 1993 at Mr. Hernandez's request.

Action: Off calendar, appeal withdrawn.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.
(Calendar Item No. 20)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of Spetember 20, 1993 at the request of Mr. Inouye's attorney.

Action: Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Kathey D. Lewis, 8304 Deputy Sheriff, 152/E-15, Sheriff's Office, 8/11/93. (Calendar Item No. 26)

Action: Over to the meeting of October 4, 1993 at the request of Operating Engineers, Local 3.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93. (Calendar Item No. 24)

August 16, 1993: Over to the meeting of September 20, 1993 at Ms. Podell's request.

Action: Over to the meeting of October 4, 1993 at Ms. Podell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 28)

Action: Over to the meeting of October 4, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 23)

- July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.
2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
- August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
- August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.
- Action: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92. (Calendar Item No. 30)

- June 21, 1993: Meeting cancelled due to lack of a quorum.
- June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.
- June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.
- Action: Over to the meeting of December 6, 1993 at Mr. Willis' request.

GENERAL MANAGER'S REPORT. (Calendar Item No. 32)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 33)

None.

ADJOURNMENT. (Calendar Item No. 34)

In memory of Jerry Butler, Fire Lieutenant, San Francisco Fire Department, who died on August 17, 1993.



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MINUTES OF MEETING

REGULAR MEETING - OCTOBER 4, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton
Commissioner Kosturos

(Items Missed: Minutes,
Consent Calendar, Regular
Calendar (Items 6, 7, and 8)

Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided

MINUTES.

Amendment to the Minutes of the Civil Service Commission meeting of
September 20, 1993.

Action: Amend the Civil Service Commission Minutes of
September 20, 1993: Page 11, item 4367-93,
Action: (1)(c) was amended from "add classes
represented by Local 790" to "add classes represented by
SEIU".

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

- A. In accordance with Government Code Section 54957, at the request of Mr. Mark Osuna, the appeal of administrative rejection for Class H2 Firefighter by Mr. Osuna was heard in closed session.

Present were Commissioners Mickins, Munson and Uyehara.

The Commissioners voted to deny the staff report and grant Mr. Osuna's appeal.

- B. The Civil Service Commission met in closed session on Monday, October 4, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel issue.

Present were Commissioners Clopton, Munson and Uyehara.

The Commissioners voted 3 to 0 to deny the appeal of Stephen M. Tittel and sustain the decision of the Administrative Law Judge.

- C. The Commission met in closed session in accordance with Government Code Section 54957.6 to discuss two labor relations issues:

1. For the first item Commissioners Clopton, Munson and Uyehara were present. The Commissioners instructed the labor negotiator.
2. For the second item Commissioners Clopton, Munson and Uyehara were present.

The Civil Service Commission voted 3 to 0 to direct the General Manager, Personnel to prepare findings on the validity of the bargaining unit 9 decertification petition applying National Labor Relations Board (NLRB) precedent, rules, regulations, and practices to the extent applicable, to review and report on current Civil Service Commission Rules on such issues, and to report on the status of the Municipal Employee Relations Panel (MERP) issues.

3. On the issue of significant likelihood of litigation, Commissioners Clopton, Munson and Uyehara were present.

No action was taken.

- D. Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993. The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which the cancellation of this meeting may cause.

CLASSIFICATION MATTERS

- 1118-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
154-93/94	Airport	CH2M Hill
September 20, 1993:	Contract Number 154-93/94 over to the meeting of October 4, 1993 at the request of the Airports Commission.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

- 1124-93 Request to make two temporary exempt appointments in Class 5506 Project Manager III per Charter Section 8.300(5) in the Airports Commission. (Calendar Item No. 7)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 21.

Action: Adopt staff report. Approve temporary exempt appointments of Mr. Thomas Rodriguez and Mr. Raymond Quesada in Class 5506 Project Manager III, effective September 20, 1993 to December 31, 1996.

- 1128-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
241-93/94	Airport	Dandelion
242-93/94	Airport	LIMN Co., Inc.
243-93/94	Chief Administrative Officer	S.F. League of Urban Gardeners (SLUG)
244-93/94	City Attorney	Stanford Law School
245-93/94	Mayor's Office	Linda Schanfein
246-93/94	Mayor's Office	Hilyard Wiggins
247-93/94	Mayor's Office	Real Alternatives Program

CLASSIFICATION MATTERS (cont.)

1128-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
248-93/94	Mayor's Office	Operation Contact
249-93/94	Public Utilities Commission	EDAW, Inc.
250-93/94	Public Works	Duffy and Duffy
251-93/94	S.F. Community College District	Mark Wayne Wilbanks
252-93/94	Sheriff	Barbara Cotton
253-93/94	Social Services	International Institute of S.F.
254-93/94	Public Health	The Youth Leadership Institute
255-93/94	Public Health	Polaris Research and Development
256-93/94	Public Health	Industrial Emergency Council
257-93/94	Public Health	Tom Greaney
258-93/94	Public Health	Mission Neighborhood Health Center
259-93/94	S.F. Community College District	Tom Ammiano

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

260-93/94	Public Health	County of San Mateo, Division of Mental Health Services
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- Action:
1. Contract Numbers 241-93/94 and 242-93/94 off calendar at the request of the Airports Commission.
 2. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

- 1129-93 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	6138 Industrial Hygienist (Sch. 64.8 \$2156B2621)	6130 Safety Analyst (Sch. 64.8 \$2156B2621)
Public Health/ SFGH	4	2305 Psychiatric Technician (Sch. 54.7 \$1323B1603)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

- 2206-93 Appeal of denial of assault pay request by Rick Stromas.
(Calendar Item No. 8)

August 16, 1993: Over to the meeting of September 20, 1993 at the
request of the Transport Workers Union.

September 20, 1993: Over to the meeting of October 4, 1993 at the
request of staff.

Action: Off calendar at the request of staff.

- 2218-93 Appeal of denial of assault pay request by Gustavus Rugley.
(Calendar Item No. 9)

September 20, 1993: Over to the meeting of October 4, 1993 at the
request of staff.

Action: Adopt staff report; deny appeal of Gustavus Rugley.

- 2222-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Michael Hancock 2968 Social Services Manager, Investigations	Social Services	5	5

COMPENSATION MATTERS (cont.)

2222-93
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Paul Moreno 1842 Management Assistant	Public Health	4	4
Clifford Gates 1282 Principal Employee Relations Representative	Mayor's Office	3	3

Action: Adopt staff report.

EXAMINATION MATTERS

3669-93 Appeal of background rejection for Class H2 Firefighter by David M. Bodendorfer. (Calendar Item No. 6)

Action: Over to the meeting of October 18, 1993 at Mr. Bodendorfer's request.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 10)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

Action: Over to the meeting of October 18, 1993 at Mr. Slade's request.

IN-SERVICE MATTERS (cont.)

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 11)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

Action: Over to the meeting of October 18, 1993 at the request of staff.

6668-93 Report in accordance with San Francisco Administrative Code 16.9-25(d), The Sexual Harassment Ordinance. (Calendar Item No. E)

Action: Adopt staff report as amended. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.

6670-93 Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period July 1, 1993 to September 30, 1993. (Calendar Item No. F)

Action: Approve.

6677-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. G)

Action: 1. Sever Requisition Number P-1672/200790 for Class 2248 Assistant Director Clinical Services II from staff report and continue to the meeting of October 18, 1993 at the request of staff.

2. Adopt staff report on all remaining items; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (Calendar Item No. 12)

Action: Over to the meeting of November 1, 1993 at the request of staff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 4, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93. (Calendar Item No. 15)

August 2, 1993: Over to the meeting of August 16, 1993 at Ms. Ellison's request.

August 16, 1993: Over to the meeting of October 4, 1993 at the request of Ms. Ellison's attorney.

Action: Return name to the eligible list from which appointed to this position (Class 3417 Gardener).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 19)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

Action: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Luis Gomez, Jr., 2736 Porter, 20/E-57, Department of Public Health, San Francisco General Hospital Medical Center, 7/23/93. (Calendar Item No. 18)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Mr. Gomez's representative.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92.
(Calendar Item No. 14)

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

Action: Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Kathey D. Lewis, 8304 Deputy Sheriff, 152/E-15, Sheriff's Office, 8/11/93. (Calendar Item No. 20)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Operating Engineers, Local 3.

Action: Off calendar; appeal withdrawn.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93. (Calendar Item No. 17)

August 16, 1993: Over to the meeting of September 20, 1993 at Ms. Podell's request.

September 20, 1993: Over to the meeting of October 4, 1993 at Ms. Podell's request.

Action: Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 21)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

Action: Over to the meeting of October 18, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 16)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

 2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

Action: Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

DISMISSAL OF PERMANENT APPOINTMENT

Hilda White, 2920 Medical Social Worker, 36/E-23, Department of Public Health, Central Office, 1/22/93. (Calendar Item No. 22)

Action: Off calendar; appeal withdrawn.

GENERAL MANAGER'S REPORT (Calendar Item No. 23)

Report presented.

INDIVIDUAL'S REQUESTS TO SPEAK. (Calendar Item No. 24)

Thom Beam, Local 535

ADJOURNMENT. (Calendar Item No. 25)

IN-SERVICE MATTERS

4367-93 Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (Calendar Item No. 14)

- August 17, 1992:
1. Post for adoption.
 2. Transmit to the Employee Relations Division for meet and confer with employee organizations.
- April 5, 1993: Meeting cancelled due to lack of a quorum.
- April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.
- May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.
- June 7, 1993: Off calendar pending completion of the meet and confer/consultation process.
- Action:
1. Adopt staff report with the following amendments:
 - a. change effective date from November 1, 1993 to January 1, 1994.
 - b. correct appendix to include classes represented by the Deputy Sheriff's Association.
 - c. add classes represented by SEIU (Locals 250, 535 and 790) to Civil Service Commission Rule 11.02 Part I pending completion of meet and confer process.
 2. Continue meet and confer process with Locals 200, 250-A and 21.
 3. Proceed immediately to meet and confer with SEIU (Locals 250, 535 and 790).
 4. Report to Civil Service Commission on November 1, 1993 on progress of meet and confer with SEIU.

The following individuals spoke on this matter:

Thom Beam, Local 535
James Bryant, Local 790
Claire Caldwell, TWU, Local 250-A
Henry Der, Chinese for Affirmative Action
Alice Fialkin, TWU, Local 200
Donna Figone, Local 790
Edward Gazzano, Public Health
Michael Harris, United Minorities against Discrimination
Ed Lieberman, Operating Engineers, Local 3



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - OCTOBER 18, 1993

PART I - 2 p.m.

DOCUMENTS
OCT 25 1993

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ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Rios

(Items Missed: 18 and
General Manager's Report)

Commissioner Uyehara

Commissioner Uyehara presided

MINUTES.

Regular Meeting of October 4, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

(A) Executive Session, October 18, 1993.

The Civil Service Commission met in closed session on Monday, October 18, 1993 at 12:30 p.m. in Room 154C City Hall pursuant to Sections 54957.6 and 54956.9 of the Government Code of the State of California to discuss labor relations issues and matters presenting a significant likelihood of litigation.

Present were Commissioners Uyehara, Rios, Clopton, Kosturos and Munson.

- Labor Relations Issues:
1. The Commission approved the Memorandum of Understanding as amended between United Public Employees Local 790 and the City and County of San Francisco for Staff Nurses.
 2. The Commission instructed its labor negotiators on other labor relations issues.

Potential Litigation: The Commission consulted with the City Attorney concerning the matters of potential litigation.

(B) Change in Commission Meeting Schedule.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993.

CLASSIFICATION MATTERS

1118-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
213-93/94	Public Utilities Commission	AGS, Inc.
214-93/94	Public Utilities Commission	Consolidated Engineering Laboratories

CLASSIFICATION MATTERS (cont.)

1118-93
(cont.)

September 20, 1993: Contract Numbers 213-93/94 and 214-93/94 over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

Action: Off calendar at the request of the Public Utilities Commission.

1128-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. M)

October 4, 1993: Contract Number 252-93/94 over to the meeting of October 18, 1993.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
252-93/94	Sheriff	Barbara Cotton

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1131-93 Correction of error in failure to grant status in Class 2913 Program Specialist to Robert Abbot from Class 2911 Eligibility Appeals Specialist. (Calendar Item No. I)

Action: Adopt staff report.

1. Correct error in staff report File Number 1222-92: grant status to Robert Abbot, a permanent incumbent in Class 2911 Eligibility Appeals Specialist to Class 2913 Program Specialist.
2. Status grant to be effective August 1, 1993.
3. Advise the Department of Social Services to submit a requisition in Class 2913 Program Specialist for Robert Abbot.

CLASSIFICATION MATTERS (cont.)

1132-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
261-93/94	Airport	San Mateo County Community College District
262-93/94	Airport	Versar Inc./Sierra Environmental Services, A Joint Venture
263-93/94	CAO	S.F. League of Urban Gardeners (SLUG)
264-93/94	Civil Service Commission	Kris Schaeffer
265-93/94	Controller	Oracle Corporation
266-93/94	Mayor's Office	S.F. Community Television Corporation
267-93/94	Mayor's Office	Nihonmachi Little Friends
268-93/94	Mayor's Office	S.F. Court Appointed Special Advocate Program (CASA)
269-93/94	Mayor's Office	West Bay Pilipino Mutli-Service Corporation
270-93/94	Mayor's Office	Office of Samoan Affairs
271-93/94	Mayor's Office	Youth Guidance Center Improvement Committee
272-93/94	Port	Sverdrup Civil, Inc.
273-93/94	Port	Kwan Henmi
274-93/94	Public Health	National Task Force on AIDS Prevention/AGUILAS
275-93/94	Public Health	Medicus Systems Corporation

CLASSIFICATION MATTERS (cont.)

1132-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
276-93/94	Public Health	Barrie Grenell
277-93/94	Public Health	Vaughn Simkins
278-93/94	Public Health	Bayview Hunter's Point Foundation
279-93/94	Public Health	CAHEED (Calif. Assn. for Health Education Employment & Dignity, Inc.)
280-93/94	Public Health	National Latina Health Organization
281-93/94	Public Health	Asereth Medical Services, Inc.
282-93/94	Public Health	International Healthcare Associates
283-93/94	Public Health	James L. Mitchell
284-93/94	Public Health	Nor-Cal Medical Temps
285-93/94	Public Health	RX Relief, Inc.
286-93/94	Public Health	Western Medical Services
287-93/94	Public Health	Physical & Occupational Therapist's Registry, Inc.
288-93/94	Public Health	Professional Health Care Providers
289-93/94	Public Health	Baker Places
290-93/94	Public Health	Bay Area Young Positives
291-93/94	Public Health	Bayview Hunter's Point Foundation
292-93/94	Public Health	Catholic Charities of San Francisco

CLASSIFICATION MATTERS (cont.)

1132-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
293-93/94	Public Health	Larkin Street Youth Center
294-93/94	Public Health	Lutheran Social Services
295-93/94	Public Utilities Commission	Smith-Dawson Associates, Inc.
296-93/94	Public Works	Smith, Dawson & Andrews
297-93/94	Real Estate	Christofer E. Frasco, et.al.
298-93/94	S.F. Community College District	Ruth Dunmire
299-93/94	Sheriff	Third Baptist Church, Inc.
300-93/94	Human Rights Commission	S.F. State University

- Action:
1. Contract Number 261-93/94 off calendar at the request of the Airports Commission.
 2. Contract Number 265-93/94 over to the meeting of November 1, 1993 at the request of the Controller's Office.
 3. Contract Number 278-93/94 approved by Vote of 4 to 0; Commissioner Clopton excused from voting by motion and vote of the other Commissioners as provided under Charter Section 3.500.
 4. Contracts Number 281-93/94, 282-93/94, 283-93/94, 284-93/94, 285-93/94 and 286-93/94 approved by (Vote of 4 to 1: Commissioner Clopton dissenting).
 5. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1133-93 Classification of various positions under "Express Position Classification Program." (Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Title</u>	<u>Recommended Class</u>
Controller	2	1426 Senior Clerk Typist	Same
	1	1574 Executive Secretary to the Controller	Same
	1	1402 Junior Clerk	Same
	1	1426 Senior Clerk Typist	Same
	1	1446 Secretary II	Same
	1	1655 Systems Accountant	Same
	3	1657 Senior Systems Accountant	Same
Juvenile Probation	1	2770 Senior Laundry Worker	Same
	1	7524 Institution Utility Worker	Same
	5	8320 Counselor - Juvenile Hall	Same
Adult Probation	1	8440 Probation Officer	Same
	1	8434 Supervising Adult Probation Officer	Same
Parking and Traffic Commission	1	7510 Lighting Fixture Maintenance Worker	Same
Police	1	1220 Payroll Clerk	Same
Real Estate	1	1656 Head Accountant	Same
Electricity	1	1630 Account Clerk	Same
	1	1652 Senior Accountant	Same

Action: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

- 1134-93 Classification of positions in various City departments.
 (Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ Central Office	1	6141 Manager, Office of Health and Safety (Sch. 68.1 \$2533B3080)	Same
Public Health/ SFGH	1	1498 Supervising Clerk II (Sch. 55.1 \$1349B1634)	1450 Secretary II (Sch. 54.2 1291B1565)
	1	2532 Paramedic (Sch. 60.2 \$1723B2094)	Same
	3	2330 Anesthetist (Sch. 69.9 \$2764B3460)	Same

Action: Adopt staff report.

COMPENSATION MATTERS

- 2225-93 Requests for supervisory differential adjustments as provided by Section
 IV.F of the Salary Standardization Ordinance.
 (Calendar Item No. H)

Action: 1. Request for Thomas Rogers, Class 7380 Electrical Transit
 Mechanic, Assistant Supervisor, Public Utilities
 Commission, off calendar at the request of the Public
 Utilities Commission.

 2. Adopt balance of staff report; approve supervisory
 differential adjustments; notify departments accordingly.

- 2226-93 Requests for appointment above the entrance rate for various exempt
 employees in various City departments. (Calendar Item No. G)

Action: Adopt staff report as amended.

COMPENSATION MATTERS (cont.)

2227-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Valerie Kegebein 2885 Senior Health Educator	Public Health	5	5
Gerdellie Wolfert 2454 Clinical Pharmacist	Public Health	3	3

Action: Adopt staff report.

2230-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. F)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Cynthia Selmar AA57 Health Center Manager	Public Health	5	5
Kathryn Eng AA57 Health Center Manager	Public Health	4	4
Jan Murphy AA57 Health Center Manager	Public Health	4	4
Michael Pile AA57 Health Center Manager	Public Health	4	4
Nancy Rubin AA57 Health Center Manager	Public Health	5	5

Action: Adopt staff report.

EXAMINATION MATTERS

3669-93 Appeal of background rejection for Class H2 Firefighter by David M. Bodendorfer. (Calendar Item No. 5)

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Bodendorfer's request.

Action: Adopt staff report; sustain the decision of the Chief of the San Francisco Fire Department; deny appeal of David M. Bodendorfer. (Mr. Bodendorfer failed to appear).

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 7)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Slade's request.

Action: Over to the meeting of November 1, 1993 at the request of Local 21.

6203-93 Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (Calendar Item No. 8)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

IN-SERVICE MATTERS (cont.)

6203-93

(cont.)

October 4, 1993: Over to the meeting of October 18, 1993 at the request of staff.

Action: Adopt staff report; designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes.

6677-93

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff (P-1672/200790 for Class 2248 Assistant Director Clinical Services II). (Calendar Item No. 6)

October 4, 1993: Sever Requisition Number P-1672/200790 for Class 2248 Assistant Director Clinical Services II from staff report and continue to the meeting of October 18, 1993 at the request of staff.

Action: Deny staff report as it relates to Personnel Requisition P-1672/200790 for Class 2248 Assistant Director Clinical Services II; maintain forensics waiver on the requisition for the Center for Special Problems (Vote of 3 to 2: Commissioners Munson and Kosturos dissent).

6742-93

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. J)

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6748-93

Proposed amendment to the Civil Service Commission Rules adding new Rule 11B - Certification from Certain Eligible Lists for Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst. (Calendar Item No. K)

Action: Post for adoption at the meeting of November 1, 1993.

IN-SERVICE MATTERS (cont.)

- 6757-93 Review of proposed amendment to Memorandum of Understanding between City and County of San Francisco and Service Employees International Union for Registered Nurses. (Calendar Item No. L)

Action: Approve.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 18, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Crystal Anne Alexander, 8304 Deputy Sheriff, 178/E-14, Sheriff's Office, 7/22/93. (Calendar Item No. 16)

September 20, 1993: Over to the meeting of October 18, 1993 at the request of Ms. Alexander's attorney.

Action: Return name to the eligible list from which appointed to this position (Class 8304 Deputy Sheriff).

APPEAL OF AUTOMATIC RESIGNATION

Margarita Andino, 8214 Parking Control Officer, 64/E-15, Department of Parking and Traffic, 8/13/93. (Calendar Item No. 13)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

DISMISSAL OF PERMANENT EMPLOYEE

Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 18)

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

August 2, 1993:: Over to the meeting of September 20, 1993 at Mr. Berton's request.

September 20, 1993: Over to the meeting of October 18, 1993 at the request of the Department of Social Services.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Outside work experience must include public contact experience. No future employment in classes in the eligibility or social work series. Not to be employed again by the Department of Social Services.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 17)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

Action: Over to the meeting of November 1, 1993 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92. (Calendar Item No. 10)

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

Action: Over to the meeting of November 1, 1993 at the request of the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

Robert Hallock, 3417 Gardener, 131/E-6, Recreation and Park Department, Golf Division, 9/3/93. (Calendar Item No. 12)

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

APPEAL OF AUTOMATIC RESIGNATION

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 11)

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.
June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.
July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 16, 1993:	Over to the meeting of Spetember 20, 1993 at the request of Mr. Inouye's attorney.
September 20, 1993:	Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.
Action:	Over to the meeting of November 1, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 15)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of Local 790.

Action: Over to the meeting of November 1, 1993 at the request of the Juvenile Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.
(Calendar Item No. 14)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

Action: Over to the meeting of November 1, 1993 at the request of the City Attorney's Office.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

- (A) Report presented.
- (B) Proposed procedures for monitoring appointments made as a result of the expanded certification rule.
(File No. 6553-93)
 - September 20, 1993: Staff to prepare a report to the Commission for its meeting on October 18, 1993.
 - Action: Refer recommendations back to staff for revision and incorporation of Commission comments; to be resubmitted at the meeting of November 1, 1993.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 20)

None.

ADJOURNMENT. (Calendar Item No. 21)

CLASSIFICATION MATTERS (cont.)

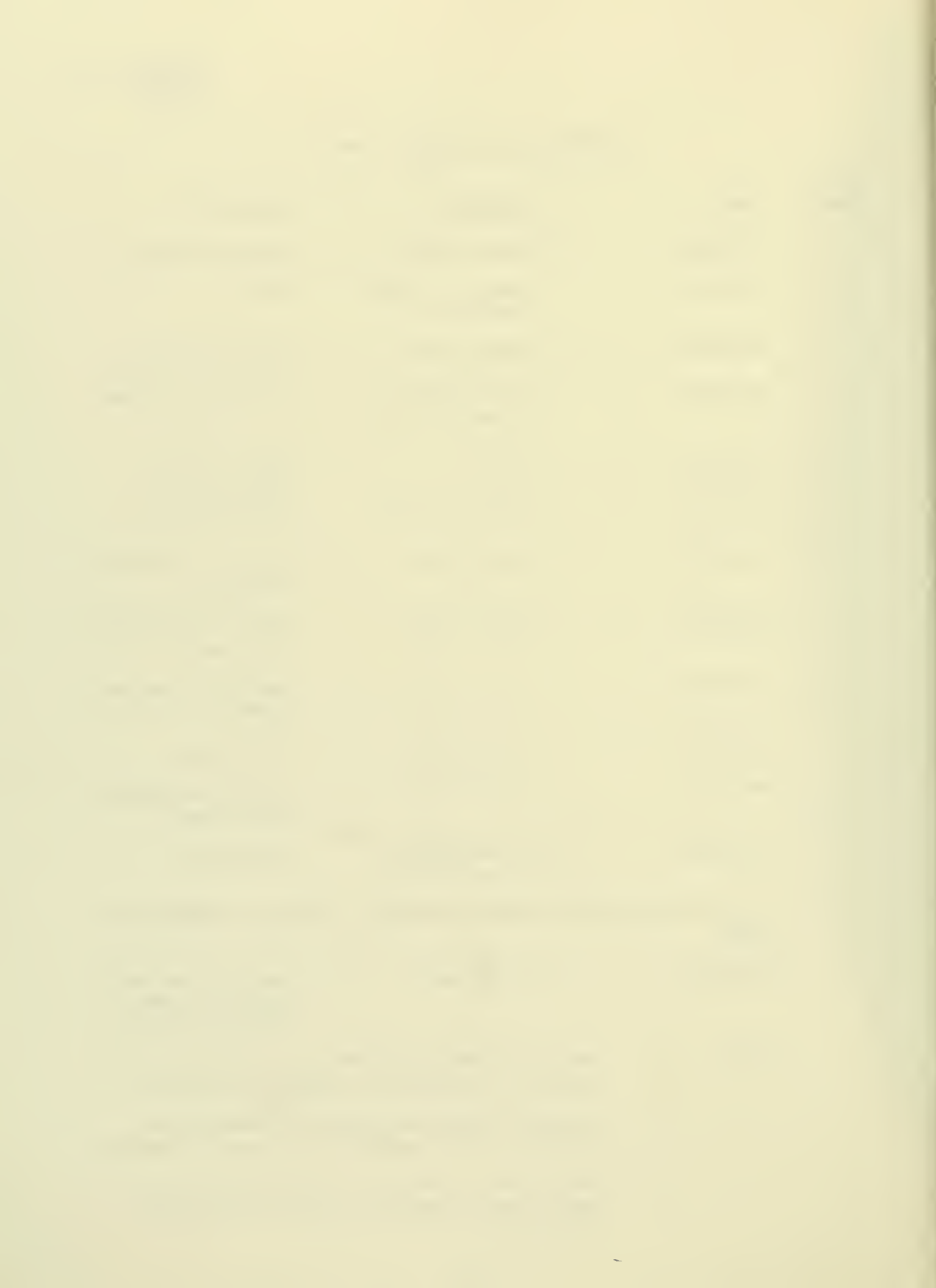
1128-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
248-93/94	Mayor's Office	Operation Contact
249-93/94	Public Utilities Commission	EDAW, Inc.
250-93/94	Public Works	Duffy and Duffy
251-93/94	S.F. Community College District	Mark Wayne Wilbanks
252-93/94	Sheriff	Barbara Cotton
253-93/94	Social Services	International Institute of S.F.
254-93/94	Public Health	The Youth Leadership Institute
255-93/94	Public Health	Polaris Research and Development
256-93/94	Public Health	Industrial Emergency Council
257-93/94	Public Health	Tom Greaney
258-93/94	Public Health	Mission Neighborhood Health Center
259-93/94	S.F. Community College District	Tom Ammiano

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

260-93/94	Public Health	County of San Mateo, Division of Mental Health Services
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- Action:
1. Contract Number 252-93/94 over to the meeting of October 18, 1993 at the request of Local 790.
 2. Contract Numbers 241-93/94 and 242-93/94 off calendar at the request of the Airports Commission.
 3. Adopt staff report on all remaining contracts; notify the offices of the Controller and the Purchaser.





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MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 1, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton (Item Missed: 19)
Commissioner Kosturos
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Uyehara presided

Time Meeting Convened: 2:16 p.m.

MINUTES.

A. Regular Meeting of October 18, 1993.

Action: Approve as amended to record Commissioner
Clopton's abstention under Charter Section 3.500
on Contract Number 291-93/94.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



MINUTES. (cont.)

B. Correction to Minutes of October 4, 1993.

From Commissioner Karen Clopton: Request for reconsideration of Civil Service Commission action of October 4, 1993 regarding Contract Number 254-93/94 between the Department of Public Health and the Youth Leadership Institute (File Number 1128-93).

- Action:
1. Request for reconsideration granted.
 2. Rescind action of October 4, 1993 on Contract Number 254-93/94.
 3. Approve Contract Number 254-93/94 (Vote of 4 to 0: Commissioner Clopton excused from voting by motion and vote of the Commission under Charter Section 3.500.)
 4. Amend Minutes of October 4, 1993 to reflect this action.

ANNOUNCEMENTS.

A. Executive Session, November 1, 1993.

The Civil Service Commission met in closed session on Monday, November 1, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54956.9 of the Government Code of the State of California to discuss pending litigation in the matter of Walker v. the City and County of San Francisco, et al., (Superior Court No. 954-877).

Present were Commissioners Uyehara, Rios, Clopton, Kosturos and Munson.

The Commission consulted with the City Attorney; no action was taken.

B. Change in schedule of Civil Service Commission meetings.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993.

RESOLUTION OF COMMENDATION.

Resolution of Commendation for Donald J. Pistolesi, Assistant Division Manager, Civil Service Commission, upon his retirement after twenty-eight (28) years of dedicated service.

Action: Adopt.

CLASSIFICATION MATTERS

- 1132-93 Review of request for approval of proposed personal services contract number 265-93/94 between the Controller's Office and the Oracle Corporation. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
265-93/94	Controller	Oracle Corporation
October 18, 1993:	Contract Number 265-93/94 over to the meeting of November 1, 1993 at the request of the Controller's Office.	

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

- 1137-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
301-93/94	Airport	Curtis & Tompkins Analytical Labs
302-93/94	Airport	Tim Dayonot
303-93/94	Airport	Janis Bell
304-93/94	CA0	Artemis Capital Group/Charles A. Bell Securities
305-93/94	CA0	Artemis Capital Group/Kitahata & Company
306-93/94	CA0	Public Financial Management/Smith Mitchell Investment Group

CLASSIFICATION MATTERS (cont.)

1137-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
307-93/94	CA0	Public Financial Management/Kitahata & Company
308-93/94	CA0	Economics Research Associates (ERA); Public Affairs Management (PAM); Iyer and Associates (IYER) (J/V) MBE/WBE
309-93/94	Police	Chinatown Youth Center
310-93/94	Police	Knox Associates
311-93/94	Police	National Council on Alcoholism & Other Drug Addictions - Bay Area NCADA-BA
312-93/94	Police	Real Alternatives Program - La Casa de los Jovenes (Mission Multi-Service Teen Center)
313-93/94	Public Health	UCSF/SFGH
314-93/94	Recreation and Park	Ginny Silva Jaquith/ San Francisco State University
315-93/94	Recreation and Park	Interquest Investigations, Inc.
316-93/94	S.F. Community College District	Mark Albright
317-93/94	Sheriff	Comprehensive Action Network (Thurgood Marshall Center)

- Action:
1. Contracts Numbers 302-93/94 and 312-93/94 off calendar at the request of the departments.
 2. Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.
 3. Adopt staff report on the remaining contracts; notify the offices of the Controller and the Purchaser.

CLASSIFICATION MATTERS (cont.)

1138-93 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works	1	A889 Financial Specialist I (J, \$1323B1603)	1823 Senior Administrative Analyst (Budget) (Z, Sch. 61.5 \$1835B2230)
	1	A003 Grants Reimbursement Specialist II (Z,J \$1690B2053)	1824 Principal Administrative Analyst (Leg/Policy) (Z, Sch. 64.7 \$2145B2607)
	1	A890 Financial Specialist II (J, \$1844B2242)	1824 Principal Administrative Analyst (Budget) (Z, Sch. 64.7 \$2145B2607)
	1	A890 Financial Specialist II (J, \$1844B2242)	1823 Senior Administrative Analyst (Contract Administration) (Z, Sch. 61.5 \$1835B2230)
Social Services	1	1823 Administrative Analyst (Sch. 61.5 \$1835B2230)	Same

Action: Adopt staff report.

1139-93 Request for approval to make one temporary exempt appointment in
Class 5504 Project Manager II per Charter Section 8.300(5) in the
Department of Public Health at San Francisco General Hospital.
(Calendar Item No. G)

Action: Adopt staff report. Approve a temporary exempt
appointment of Mr. Carlos Villalva in accordance with
Charter Section 8.300(5) to Class 5504 Project Manager
II, effective November 1, 1993 to December 31, 1995.

CLASSIFICATION MATTERS (cont.)

- 1141-93 Classification of positions in various City departments.
 (Calendar Item No. D)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Juvenile Probation	1	1654 Principal Accountant (Sch. 60.0 \$1706B2074	1655 Systems Accountant (Sch. 61.0 \$1791B2178)

Action: Adopt staff report.

COMPENSATION MATTERS

- 2229-93 Certification of highest prevailing rate of wages of the various crafts
 and kinds of labor paid in private employment in the City and County of
 San Francisco. (Calendar Item No. K)

Action: Adopt staff report; forward to the Board of Supervisors.

- 2238-93 Requests for supervisory differential adjustments as provided by Section
 IV.F of the Salary Standardization Ordinance and/or Memorandum of
 Understanding Article III, Section 5 of the Agreement between the City and
 County of San Francisco and the International Federation of Professional
 and Technical Engineer, (IFPTE) Local 21, AFL-CIO. (Calendar Item No. F)

Action: Adopt staff report; approve supervisory differential
 adjustments; notify department accordingly.

- 2239-93 Requests for appointment above the entrance rate for various employees.
 (Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
George Connell 1880 Chief of Systems	Controller	5	5
Manuel Uy 1821 MIS Manager	District Attorney	4	4
Julia Friedlander 8174 Attorney, Civil and Criminal	City Attorney	2	2

COMPENSATION MATTERS (cont.)

2239-93
(cont.)

- Action:
1. Request from District Attorney for Manuel Uy over to the meeting of November 15, 1993 by Commission action.
 2. Adopt staff report on remaining two requests.

EXAMINATION MATTERS

3258-93 Appeal of background rejection for Class 8238 Police Communications Dispatcher by Jeanette L. Cross. (Calendar Item No. 11)

- Action: Adopt staff report; deny appeal of Jeanette L. Cross; sustain the decision of the Chief of Police.

3675-93 Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcement on a promotive basis only. (Calendar Item No. 10)

September 20, 1993: Off calendar at the request of Department of Social Services.

- Action: Adopt staff report as amended to reflect the Commission's intension to announce these examinations on a Citywide basis.

1. Issue announcement for Class 2913 Program Specialist on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.
2. Issue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 9)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

IN-SERVICE MATTERS (cont.)

4986-93
(cont.)

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner/Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Medical Examiner/Coroner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Slade's request.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 21.

Action: Over to the meeting of November 15, 1993 at the request of staff.

6017-93

Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. 8)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

Action: Over to the meeting of December 6, 1993 at the request of Local 790.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (Calendar Item No. L)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

Action: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

6748-93 Proposed amendment to the Civil Service Commission Rules adding new Rule 11B - Certification from Certain Eligible Lists for Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst. (Calendar Item No. I)

October 18, 1993: Post for adoption at the meeting of November 1, 1993.

Action: Adopt.

6801-93 Appeal of the decision of the General Manager, Personnel by Mr. Steven A. Weinkauff to deny him credit for previous employment with the Law Library from January 17, 1977 to September 11, 1980. (Calendar Item No. 7)

Action: Adopt staff report; deny the appeal of Steven A. Weinkauff; sustain the decision of the General Manager, Personnel.

6808-93 Appeal of the decision of the General Manager, Personnel to make a temporary near list appointment in Class 4226 Chief Personal Property Auditor. (Calendar Item No. 6)

Action: Deny staff report; grant appeal of the Tax Collector. Nullify certification of George Linn to the position of Class 4226 Chief Personal Property Auditor, Tax Collector.

6811-93 Status report on meet and confer with Service Employees International Union (SEIU Locals 250, 535 and 790) on Rule 11 - Certification of Eligibles. (Calendar Item No. J)

Report submitted.

IN-SERVICE MATTERS (cont.)

6812-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(Calendar Item No. H)

- Action:
1. Personnel Requisitions with special conditions for "Shift" or "Driver License" over to the meeting of November 15, 1993.
 2. Adopt staff report on remaining Personnel Requisitions; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 1, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93. (Calendar Item No. 17)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 790.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District. (Vote of 3 to 1: Commissioner Kosturos dissents; Commissioner Uyehara abstaining with permission of the other Commissioners as provided under Charter Section 3.500).

Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92. (Calendar Item No. 13)

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of the Public Utilities Commission.

Action: Approve. Reinstate to a position in the class from which promoted in Class 1446 Secretary II subject to a new probationary period. Not to be employed again by the Public Utilities Commission. (Vote of 3 to 2: Commissioners Uyehara and Clopton dissent)

Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93. (Calendar Item No. 14)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Mr. Inouye's attorney.

September 20, 1993: Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Mr. Inouye's attorney.

Action: Deny appeal. Approve Automatic Resignation. Not to be employed again by the Public Utilities Commission.

Naomi Rose, 2305 Psychiatric Technician, 1/E-44, Department of Public Health, San Francisco General Hospital Medical Center, 8/10/93. (Calendar Item No. 18)

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93. (Calendar Item No. 16)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of Local 790.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of the Juvenile Probation Department.

Action: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93. (Calendar Item No. 15)

July 19, 1993: 1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of the City Attorney's Office.

Action: Off calendar at the request of the City Attorney's Office.

GENERAL MANAGER'S REPORT. (Calendar Item No. 19)

(A) Proposed Strategic Plan for the Civil Service Commission.

Action: Adopt.

(B) Proposed procedures for monitoring appointments made as a result of the expanded certification rule.

September 20, 1993: Staff to prepare a report to the Commission for its meeting on October 18, 1993.

October 18, 1993: Refer recommendations back to staff for revision and incorporation of Commission comments; to be resubmitted at the meeting of November 1, 1993.

Action: Adopt staff report.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 20)

None.

ADJOURNMENT. (Calendar Item No. 21)

Time of Adjournment: 5:45 p.m.

In memory of George Newkirk, Director of Labor Relations, Public Utilities Commission, San Francisco Municipal Railway, who died on October 30, 1993.



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SPECIAL MEETING MINUTES

WEDNESDAY, NOVEMBER 17, 1993

12 NOON

44 GOUGH STREET, 3RD FLOOR, ROOM 330

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided.

• Goals and Strategic Plan for the Civil Service Department.

November 8, 1993: Adjourn to Monday; November 15, 1993; 3:30 p.m., Room 330, 3rd Floor, 44 Gough Street.

November 15, 1993: Meeting adjourned due to lack of a quorum to Wednesday, November 17, 1993 at 12 Noon, 44 Gough Street, Room 300.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner

Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



- Action:**
1. The Commissioners discussed the goals and Strategic Plan for the Civil Service Department in view of the passage of Proposition L on November 2, 1993.
 2. The Commission directed staff to prepare for the meeting of December 6, 1993 a proposed staffing and budget plan for the Civil Service Department to implement Proposition L.



CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - NOVEMBER 15, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton (Items Missed: Minutes)
Commissioner Kosturos
Commissioner Munson
Commissioner Uyehara

Excused: Commissioner Rios

Commissioner Uyehara presided

Time Meeting Convened: 2:20 p.m.

MINUTES.

A. Regular Meeting of November 1, 1993.

Action: Approve.

B. Staff directed to review transcript of hearing on File Numbers 6203-93 and 6677-93 with the October 18, 1993 Minutes to move that the Minutes conform with the Commissioners adopted motions.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. Executive Session, November 15, 1993.

The Executive Session of November 15, 1993 was cancelled.

B. Change in schedule of Civil Service Commission meetings.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will meet once during the month of December on December 6, 1993.

C. Other Announcements.

None.

CLASSIFICATION MATTERS

1137-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
303-93/94	Airport	Janis Bell
315-93/94	Recreation and Park	Interquest Investigations, Inc.
November 1, 1993:	Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.	
Action:	<ol style="list-style-type: none">1. Contract Number 315-93/94 over to the meeting of December 6, 1993 at the request of the Recreation and Park Department.2. Adopt staff report on Contract Number 303-93/94; notify the offices of the Controller and the Purchaser.	

1145-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
318-93/94	Adult Probation	California Community Dispute Services

CLASSIFICATION MATTERS (cont.)

1145-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
319-93/94	Airport	Peninsula Corridor Joint Powers Board (S.M.Co. Transit District)
320-93/94	Civil Service Commission	Fred LaCrosse
321-93/94	Controller	To Be Determined
322-93/94	Police	Real Alternatives Program (La Casa de los Jovenes)
323-93/94	Public Health	Jackie Brookman
324-93/94	Public Health	The David Inocencio Studio
325-93/94	Public Library	Friends of the S.F. Public Library
326-93/94	Public Library	Friends of the S.F. Public Library
327-93/94	Public Library	Friends of the S.F. Public Library
328-93/94	Public Library	Friends of the S.F. Public Library
329-93/94	Public Utilities Commission	Booz, Allen & Hamilton, Inc.
330-93/94	Public Utilities Commission	Westin Engineering, Inc.
331-93/94	Public Works	John Carrolo Engineers
332-93/94	Public Works	ECO Analysis, Inc.
333-93/94	S.F. Community College District	Mark Sapiro
334-93/94	S.F. Community College District	Mark Holman
335-93/94	Sheriff	Acupuncture & Recovery Treatment Services (A.R.T.S.)

CLASSIFICATION MATTERS (cont.)

1145-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
336-93/94	Public Utilities Commission	JRP Historical Consulting Services
337-93/94	Public Utilities Commission	The Planning Collaborative

Action: Adopt staff report; notify the offices of the Controller and the Purchaser.

1146-93 Classification of positions in various City departments.
(Calendar Item No. C)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Controller	1	1424 Clerk Typist (Sch. 48.4 \$979B1185)	Same
Fire	1	7284 Utility Plumber Supervisor II (Sch. 66.2 \$2309B2806)	Same
	1	7250 Utility Plumber Supervisor I (Sch. 64.7 \$2145B2607)	Same
Recorder	2	8108 Senior Legal Process Clerk (Sch. 51.2 \$1120B1335)	Same

Action: Adopt staff report.

<u>DEPARTMENT</u>	<u>CONSOLIDATE SUBJECT CLASSES</u>
Airport	9261 Terminal Construction Program Administrator (Sch. 74.7 \$3493B4246)
	9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7 \$3493B4246)
	9272 Deputy Director, Operations & Maintenance, Airports Commission (Sch. 74.7 \$3493B4246)

CLASSIFICATION MATTERS (cont.)

1146-93
(cont.)

DEPARTMENT

CONSOLIDATE SUBJECT CLASSES

Airport
(cont.)

9274 Deputy Director, Planning and Development,
Airports Commission
(Sch. 74.7 \$3493B4246)

Action: Over to the meeting of December 6, 1993 at the request
of staff.

1147-93

Review of draft class specification for "Executive Assistant" to the
Civil Service Commission (Proposition L; November 2, 1993 Ballot).
(Calendar Item No. 9)

Action: Calendar for action on December 6, 1993.

COMPENSATION MATTERS

2239-93

Requests for appointment above the entrance rate for various
employees. (Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Manuel Uy 1821 MIS Manager	District Attorney	4	4

November 1, 1993: Request from District Attorney for Manuel Uy over to
the meeting of November 15, 1993 by Commission action.

Action: Adopt staff report.

2242-93

Requests for supervisory differential adjustments as provided by Section
IV.F of the Salary Standardization Ordinance and/or Memorandum of
Understanding Article III, Section 5 of the Agreement between the City
and County of San Francisco and the International Federation of
Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO.
(Calendar Item No. G)

Action: Adopt staff report; approve supervisory differential
adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2243-93 Requests for appointment above the entrance rate for various employees.
(Calendar Item No. E)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Doris Lee 9770 Community Development Assistant	Mayor's Office	2	2
Doris Thomas 9775 Senior Community Development Specialist II	Mayor's Office	2	2
Jean Harris 1371 Special Assistant XII	Public Health	5	5
All appointments in Class 2330 Nurse Anesthetist	Public Health	4	4
All appointments in Class 2450 Pharmacist	Public Health	5	5
All appointments in Class 2453 Supervising Pharmacist	Public Health	5	5
All appointments in Class 2454 Clinical Pharmacist	Public Health	3	3
All appointments in Class 2555 Physical Therapist Assistant	Public Health	5	5

- Action:
1. Request for Doris Lee and Doris Thomas over to the meeting of December 6, 1993 by Commission action to enable staff to provide additional information.
 2. Request for Jean Harris over to the meeting of December 6, 1993 by Commission action; staff directed to investigate allegations of misrepresentations of credentials.
 3. Adopt staff report on remaining items.

COMPENSATION MATTERS (cont.)

2248-93 Appeal of staff's denial of supervisory differential adjustment for Fiscal Year 1992-93 for William A. McConnell, Ph.D., Class 2575 Research Psychologist. (Calendar Item No. 8)

Action: Deny staff report; grant appeal of William A. McConnell, subject to the approval of the City Attorney and the Controller.

EXAMINATION MATTERS

3690-93 Appeal of background rejection for Class H2 Firefighter by Lawrence L. Powell. (Calendar Item No. H)

Action: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

3692-93 Appeal of background rejection for Class H2 Firefighter by Kathleen O'Reilly. (Calendar Item No. I)

Action: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

IN-SERVICE MATTERS

4986-93 Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (Calendar Item No. 6)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner/Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Medical Examiner/Coroner.

September 20, 1993: Over to the meeting of October 4, 1993 by Commission action.

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Slade's request.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 21.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of staff.

Action: Off calendar at the request of staff.

IN-SERVICE MATTERS (cont.)

6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (Calendar Item No. 7)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

Action: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

6812-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 5)

November 1, 1993: Personnel Requisitions with special conditions for "Shift" or "Driver License" over to the meeting of November 15, 1993.

Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

6856-93 Request of Romeo Nicasio for employment rights in Class 1650 Accountant following layoff from a position in Class 1652 Senior Accountant. (Calendar Item No. F)

Action: Over to the meeting of December 6, 1993 at the request of Local 21.

GENERAL MANAGER'S REPORT. (Calendar Item No. 10)

Proposed budget for the Civil Service Commission and the Human Resources Department.

Report presented.

INDIVIDUALS' REQUESTS TO SPEAK. (Calendar Item No. 11)

None.

ADJOURNMENT. (Calendar Item No. 12)

Time of Adjournment: 5:20 p.m.

In memory of Lowell Hewitt, Secretary II, Department of Public Health, San Francisco General Hospital Medical Center, who died on November 3, 1993.



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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

MINUTES OF MEETING

REGULAR MEETING - DECEMBER 6, 1993

PART I - 2 p.m.

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Clopton
Commissioner Kosturos
Commissioner Munson
Commissioner Rios
Commissioner Uyehara

Commissioner Uyehara presided

Time Meeting Convened: 2:30 p.m.

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MINUTES.

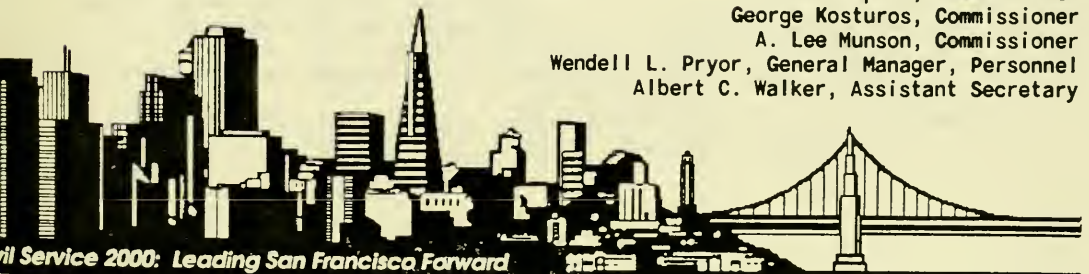
A. Special Meeting of November 8, 1993.

Action: Approve.

B. Regular Meeting of November 15, 1993.

Action: Approve.

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



ANNOUNCEMENTS.

A. Executive Session, December 6, 1993.

The Civil Service Commission met in closed session on Monday, December 6, 1993 at 1 p.m. in Room 154C City Hall pursuant to Section 54957 of the Government Code of the State of California to discuss a personnel matter.

Present were Commissioners Clopton, Kosturos, Munson, Rios and Uyehara.

No action was taken.

B. Other Announcement.

Due to the Winter Holidays of late December, the Civil Service Commission has cancelled its meeting of December 20, 1993.

The Commission will call Special Meetings, if necessary, to address any emergency situations or any needs which cancellation of this meeting causes.

CLASSIFICATION MATTERS

1137-93 Review of requests for approval of propose personal services contracts. (Calendar Item No. A)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
315-93/94	Recreation and Park	Interquest Investigations, Inc.
November 1, 1993:	Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.	
November 15, 1993:	<ol style="list-style-type: none">1. Contract Number 315-93/94 over to the meeting of December 6, 1993 at the request of the Recreation and Park Department.2. Adopt staff report on Contract Number 303-93/94; notify the offices of the Controller and the Purchaser.	
Action:	Adopt staff report; notify the offices of the Controller and the Purchaser.	

CLASSIFICATION MATTERS (cont.)

1146-93 Classification of positions in various City departments.
(Calendar Item No. C)

DEPARTMENT

CONSOLIDATE SUBJECT CLASSES

Airport

9261 Terminal Construction Program
Administrator
(Sch. 74.7 \$3493B4246)

9270 Deputy Director, Business
Administration, Airports Commission
(Sch. 74.7 \$3493B4246)

9272 Deputy Director, Operations &
Maintenance, Airports Commission
(Sch. 74.7 \$3493B4246)

9274 Deputy Director, Planning and
Development, Airports Commission
(Sch. 74.7 \$3493B4246)

November 15, 1993: Over to the meeting of December 6, 1993 at
the request of staff.

Action: Off calendar at the request of the Airports Commission.

1147-93 Adoption of class specification for Executive Officer, Civil Service
Commission (Proposition "L"; November 2, 1993 Ballot).
(Calendar Item No. 7)

November 15, 1993: Calendar for action on December 6, 1993.

Action: Adopt staff report as amended.

1. Establish Class 1285 Executive Officer, Civil Service
Commission, as a result of Proposition "L". Draft class
specification as detailed in the staff report.
2. Abolish Class 1284 Assistant Secretary, Civil Service
Commission when Class 1285 Executive Officer, is
legislatively established.
3. Grant status to permanent incumbent in Class 1284 to
Class 1285 by action of the voters per passage of
Proposition "L".
4. All foregoing actions to be effective upon the effective
date of Proposition "L" (December 6, 1993).

CLASSIFICATION MATTERS (cont.)

1151-93 Review of requests for approval of proposed personal services contracts. (Calendar Item No. B)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
338-93/94	Airport	Don Shoecraft dba MTK Publications/Communications
339-93/94	Airport	KCA Engineers, Inc.
340-93/94	Airport	Carbone Smolan Associates
341-93/94	Airport	Geotechnical Consultants, Inc.
342-93/94	Art Commission	Jaap Bongers
343-93/94	Art Commission	Elizabeth Saltos
344-93/94	Art Commission	Alice Aycock
345-93/94	Art Commission	Ann Chamberlain
346-93/94	Art Commission	Arthur Gonzalez
347-93/94	Art Commission	Su-Chen Hung
348-93/94	Board of Supervisors	S.F. Community Television Corp.
349-93/94	Civil Service Commission	Sam Kaner, Ph.D.
350-93/94	Commission on Status of Women	Merrick T. Tossein Associates
351-93/94	Human Rights Commission	Project Sentinel
352-93/94	Human Rights Commission	New College of California
353-93/94	Mayor's Office	Children's Council of San Francisco
354-93/94	Mayor's Office	Wu Yee Children's Services
355-93/94	Mayor's Office	Ella Hill Hutch Community Center
356-93/94	Mayor's Office	Arriba Juntos

CLASSIFICATION MATTERS (cont.)

1151-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
357-93/94	Mayor's Office	Community United Against Violence (CUAV)
358-93/94	Mayor's Office	Caheed, Inc.
359-93/94	Mayor's Office	Bernal Heights Neighborhood Center (BHNC)
360-93/94	Mayor's Office	Jewish Vocational and Career Counseling Service (JVS)
361-93/94	Mayor's Office	Wajumbe Cultural Institute, Inc.
362-93/94	Mayor's Office	Chinatown Youth Center
363-93/94	Mayor's Office	Ocean-Ingleside-Merced Pilgrim Community Center
364-93/94	Mayor's Office	Japanese Community Youth Council (JCYC)
365-93/94	Port	To Be Determined
366-93/94	Port	Perretti & Park Pictures
367-93/94	Public Utilities Commission	EIP Associates
368-93/94	Public Utilities Commission	Ronald Yoshiyama
369-93/94	Public Works	Fiberglass Structural Engineering
370-93/94	Public Works	To Be Determined
371-93/94	Public Works	Geraghty & Miller, Inc.
372-93/94	Purchasing	Mardave Compu, Inc.
373-93/94	Sheriff	Anita De Frantz, Ph.D.
374-93/94	Sheriff	Arlene Hamilton
375-93/94	Sheriff	Linda Connelly & Assoc. (LCA)

CLASSIFICATION MATTERS (cont.)

1151-93
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
376-93/94	Public Health	Stop AIDS Project
377-93/94	Public Health	University of California, S.F., School of Medicine
378-93/94	Social Services	Family Support Services of the Bay Area (RESPITE)
379-93/94	Social Services	Family Support Services of the Bay Area (RESPITE)
381-93/94	Assessor	To Be Determined

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

380-93/94	Public Health	Alameda County Health Care Services Agency
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- Action:
1. Contract Number 365-93/94 off calendar at the request of the Port Commission.
 2. Contract Number 367-93/94 over to the meeting of January 3, 1994 at the request of the Public Utilities Commission.
 3. Contracts Numbers 342-93/94; 343-93/94; and 346-93/94 over to the meeting of January 3, 1994 by Commission action.
 4. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

1153-93 Report of investigation of one (1) position in Class 1658 Chief Accountant at San Francisco General Hospital Medical Center, (SFHMC). (Calendar Item No. 6)

Action: Over to the meeting of January 3, 1994 at the request of staff.

COMPENSATION MATTERS

2243-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. 5)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Doris Lee 9770 Community Development Assistant	Mayor's Office	2	2
Doris Thomas 9775 Senior Community Development Specialist II	Mayor's Office	2	2
Jean Harris 1371 Special Assistant XII	Public Health	5	5

November 15, 1993: 1. Request for Doris Lee and Doris Thomas over to the meeting of December 6, 1993 by Commission action to enable staff to provide additional information.

2. Request for Jean Harris over to the meeting of December 6, 1993 by Commission action; staff directed to investigate allegations of misrepresentation of credentials.

Action: 1. Matter regarding Jean Harris off calendar.

2. Adopt staff report on remaining matters.

2255-93 Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO. (Calendar Item No. E)

Action: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

2256-93 Requests for appointment above the entrance rate for various employees. (Calendar Item No. D)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kathleen Hennessey 1365 Special Assistant VI	CAO	5	5
Michael Martin 1369 Special Assistant X	Mayor	2	2

Action: Adopt staff report (On the matter regarding Kathleen Hennessey: Vote of 3 to 2 (Commissioner Kosturos and Rios dissenting)).

EXAMINATION MATTERS

3296-93 Appeal of staff's denial of protest regarding the oral/performance examination for Class 290 Deputy Clerk, Municipal Court. (Calendar Item No. 12)

Action: Adopt staff report; deny appeal of Amrik Singh Clair.

3297-93 Appeal of staff's denial of protest regarding the oral/performance examination for Class 290 Deputy Clerk, Municipal Court. (Calendar Item No. 13)

Action: Adopt staff report; deny appeal of Karen Liu.

3690-93 Appeal of background rejection for Class H2 Firefighter by Lawrence L. Powell. (Calendar Item No. J)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

Action: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

EXAMINATION MATTERS (cont.)

3692-93 Appeal of background rejection for Class H2 Firefighter by Kathleen O'Reilly. (Calendar Item No. K)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

Action: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

IN-SERVICE MATTERS

6017-93 Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 8)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

November 1, 1993: Over to the meeting of December 6, 1993 at the request of Local 790.

Action: Over to the meeting of February 7, 1994 at the request of Local 790.

IN-SERVICE MATTERS (cont.)

- 6680-93 Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialities. (Calendar Item No. 9)
- October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.
- November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.
- November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).
- Action: Over to the meeting of January 3, 1994 at the request of staff.
-
- 6856-93 Request of Romeo Nicasio for employment rights in Class 1650 Accountant following layoff from a position in Class 1652 Senior Accountant. (Calendar Item No. F)
- November 15, 1993: Over to the meeting of December 6, 1993 at the request of Local 21.
- Action: Adopt staff report. Deem Class 1652 Senior Accountant as promotive for layoff purposes from Class 1650 Accountant.
-
- 6910-93 Status Rights for Danilo Arcenal, David Fok and Richard Nishiki-Finley in Class 2471 Water Quality Chemist, Department of Public Works. (Calendar Item No. H)
- Action: Adopt staff report. Grant permanent status to Danilo Arcenal, David Fok and Richard Nishiki-Finley in Class 2471 Water Quality Chemist, Department of Public Works, subject to serving a six month probationary period.
-
- 6913-93 Request to designate Class 1688 Chief Auditor as promotive for layoff purposes. (Calendar Item No. G)
- Action: Adopt staff report; designate Class 1688 Chief Auditor as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

- 6918-93 Appeal of the decision of the General Manager, Personnel by Theodore Streleski to deny his claim of discrimination under Civil Service Commission Rule 1, Section 1.03(A), for his non-selection for employment with the City and County of San Francisco. (Calendar Item No. 10)
- Action: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.
- 6919-93 Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Calendar Item No. 1)
- Action: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- 6923-93 Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (Calendar Item No. 11)
- Action: Post for adoption at a Special Meeting on December 15, 1993.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 6, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

DISMISSAL OF PERMANENT EMPLOYEE

Carol Hochstatter, 1929 Parts Storekeeper, 17/E-1, Public Utilities Commission, San Francisco Municipal Railway, 9/5/93.
(Calendar Item No. 16)

Action: Over to the meeting of January 3, 1994 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

Palema A. Lyell, 2322 Head Nurse, 7/CPE-43, Department of Public Health, Laguna Honda Hospital, 10/28/93. (Calendar Item No. 17)

Action: Over to the meeting of February 7, 1994 at the request of Local 856.

DISMISSAL OF PERMANENT EMPLOYEE

Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92. (Calendar Item No. 15)

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.

September 20, 1993: Over to the meeting of December 6, 1993 at Mr. Willis' request.

Action: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

GENERAL MANAGER'S REPORT. (Calendar Item No. 18)

- A. Reorganization/Implementation of Proposition L.
- B. Update on Certification Rule.
- C. Department of Social Services Investigation.

Reported presented.

REQUESTS TO SPEAK. (Calendar Item No. 19)

None.

ADJOURNMENT. (Calendar Item No. 20)

Time of Adjournment: 5:35 p.m.

In memory of George J. Grubb, former General Manager, Personnel (November 14, 1958 to December 14, 1971), who recently died in Hawaii at the age of 77.

In memory of Glenda Skiffer, Planner V, Department of City Planning, who died on November 23, 1993.

In memory of all persons who lost their lives in defense of the United States of America during World War II.



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MINUTES OF MEETING

SPECIAL MEETING OF WEDNESDAY, DECEMBER 15, 1993

TIME AND PLACE: 4 p.m., ROOM 52-A (BASEMENT) CITY HALL

ATTENDANCE AND EXCEPTIONS.

Present: Commissioner Karen Clopton
Commissioner George Kosturos
Commissioner A. Lee Munson

Excused: Commissioner Juan Rios
Commissioner Emi R. Uyehara

Commissioner A. Lee Munson presided as Chair Pro Tempore.

Time Meeting Convened: 4:15 p.m.

COMPENSATION MATTERS

2272-93 Appeal of staff's dismissal of Election Petition 6-DP-92/93-9.
(Calendar Item No. 3)

Action: Adopt staff report; deny appeal of Michael Frudakis;
sustain the decision of the General Manager, Personnel.
(Vote of 3 to 0).

SPEAKERS

Staff: Janet Rogers
Pro: Michael Frudakis
Con: Stewart Weinberg

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner

COMMISSION STAFF

Albert C. Walker, Executive Officer



EXAMINATION MATTERS

3675-93 Reconsideration of Civil Service Commission action of November 1, 1993:

Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcements on a promotive basis only. (Calendar Item No. 1)

September 20, 1993: Off calendar at the request of Department of Social Services.

November 1, 1993: Adopt staff report as amended to reflect the Commission's intention to announce these examinations on a Citywide basis.

1. Issue announcement for Class 2913 Program Specialist on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.
2. Issue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

Action: Rescind action of November 1, 1993; take the following action:

1. Reissue announcement for Class 2913 Program Specialist on a promotive basis only for current employees of the City and County of San Francisco who also meet specified minimum qualifications.
2. Reissue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for current employees of the City and County of San Francisco who otherwise meet specified minimum qualifications. (Vote of 3 to 0).

SPEAKERS

Pro: Mary Smith

Con: Kay Walker, Local 535

IN-SERVICE MATTERS

6923-93 Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot).
(Calendar Item No. 2)

December 6, 1993: Post for adoption at the Special Meeting of
December 15, 1993.

Action: Adopt except for Rule 21; Rule 21 over to the meeting of
January 3, 1994. (Vote of 3 to 0). Adopted Rules to be
effective on January 3, 1994.

SPEAKERS

No Speakers.

ADJOURNMENT.

Time of Adjournment: 4:40 p.m.

